



Department of Mental Health and Addiction Services

JOB POSTING

DMHAS - Connecticut Mental Health Center  
Secretary 1- CM #106730

**PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.**

**Location:** 34 Park Street, New Haven, CT 06519

**Program/Unit:** Assertive Community Treatment Team (ACT TEAM)

**Shift/Schedule/Hours:** 1<sup>st</sup> Shift / Monday – Friday / 8:30 AM to 5:00 PM / 40 Hours Weekly.

**Salary:** \$41,440.00 - \$54,377.00

**Posting Date:** Friday, June 5, 2014

**Closing Date:** Thursday, June 11, 2015

**Duties may include but not limited to:** Incumbent in this role will have considerable experience in office systems and procedures, and will be responsible for the management of the community-based ACT Team office. Will demonstrate the interpersonal skills needed to receive and direct clients and other visitors, answer phones, direct calls, and/or take messages. Will handle routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk). Will arrange and coordinate meetings, securing space, equipment and needed materials, and will take minutes for assigned meetings. Will use a personal computer to type a full range of correspondence; proofreading for correct spelling and grammar. Will send-out standard form letters making minor revisions or additions as needed. Will enter and retrieve service data as required, according to agency standards. Will maintain logs as needed to support program operations, as well as to comply with reporting requirements related to program fidelity measures, and other reporting requirements as assigned. Will maintain time and attendance records. Will set-up and maintain records and files (including confidential files) according to established procedures; (e.g. alpha, numeric or chronological order); searching files for information as requested. Will receive, sort and distribute mail; performing a variety of basic processing tasks (e.g., sorting, numbering, coding and filing materials). Will collaborate with agency Medical Records Dept. regarding storage and management of confidential client records, as well as filing and handling of requests for information. Will collaborate with agency Business Office regarding purchasing processes (e.g. orders, requisitions, invoices, etc.). Will attend agency support staff meetings and facilitate communication and implementation of various directives discussed in those forums. Will perform related duties as assigned.

**Special Requirements:** Incumbent must be proficient in Microsoft Word and Excel. Must possess and retain a current motor vehicle operator's license. Travel required.

**Eligibility Requirement:** Candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Secretary 1 applying to a Secretary 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**DMHAS – Connecticut Mental Health Center**

**ATTN: Donna Zwilling, Human Resources Assistant, FAX: (203) 974-7637**

34 Park Street, New Haven, CT 06519

**Email : [donna.zwilling@ct.gov](mailto:donna.zwilling@ct.gov)**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities' persons with disabilities and in recovery are encouraged to apply. **(NP-3)**