

Department of Mental Health and Addiction Services
Southwest Connecticut Mental Health System
JOB OPPORTUNITY
Administrative Assistant SW28142
Clinical Services

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Exam Candidates

Location: Greater Bridgeport Community Mental Health Center, 1635 Central Ave, Bridgeport CT

Program/Unit: Clinical Services

Salary: \$50,838 - \$65,788

Shift/Schedule/Hours: 1st shift, 8:00 a.m. – 4:30 p.m., Monday through Friday, 40 hours per week.

Posting Date: December 26, 2013

Closing Date: January 2, 2014

Duties may include but not limited to: Under the general supervision of the Director of Clinical and Rehabilitation Services, this position will independently provide highly complex administrative and secretarial support to the Director and her direct reports. Duties include: Create and maintain efficient filing systems for unit consumer programs as well as confidential files Proficient in composing memoranda/letters for manager as well as screening incoming mail to assist in determining action required. Proficient in computer skills including MS Office (word, excel, power point, publisher, outlook, internet research skills). Processing confidential mail including daily distribution of bulk mail delivery to individual staff mailboxes. Maintain office supplies on units: inventory, prepare requisitions, receive and stock items on units. Direct and provide information to staff, consumers, and visitors. Troubleshoot technical problems with office equipment, call for service/repair as needed. Receive staff sick calls, cancel client appointments as needed. Data Entry of all phases of data entry for a 600 client caseload. Reconciliation and submission of supportive documentation for transportation services which includes collaboration with SWCMHS fiscal office. Requisitions to Plant Operations for repair requests, furniture moves, key requests; and other related duties as required.

Eligibility Requirement: Candidates must have applied for and passed the **Administrative Assistant** 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: **DMHAS employees who are lateral transfer candidates** (example: **Administrative Assistant** applying to a **Administrative Assistant** posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed. **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). **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:

Gabriela S. Flores, Human Resource Associate
Southwest Connecticut Mental Health System
Human Resources, 97 Middle Street , Bridgeport CT 06604
Fax: (203) 579-6315
Email: SWCMHS.recruit@ct.gov

AN 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 and persons with disabilities and in recovery are encouraged to apply.