

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

ADMINISTRATIVE ASSISTANT

OFFICE OF THE COMMISSIONER  
STATEWIDE SERVICES DIVISION

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

**Open To:** Candidates on the current exam list for Administrative Assistant and State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer as mentioned below.

**Location:** 410 Capitol Avenue, Hartford, CT 06106

**Job Posting No:** OC23666

**Hours:** Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week

**Salary Range:** (CL 19) \$52,364.00 - \$67,762.00

**Posting Date:** September 9, 2014                      **Closing Date:** September 15, 2014

**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.**

**Duties will include:** Respond to inquiries pertaining to Statewide Services, research and respond to all correspondence pertaining to Statewide Services; coordinates and maintains calendars of all staff; schedules meetings; makes travel arrangements; process travel authorization and reimbursement forms; reserves meeting space and equipment; prepares meeting materials (charts, reports, etc.); prepare and submit purchase requisitions; organize and maintain electronic and paper files; performs analysis of information from various sources and prepares spreadsheets for managers; maintain data reports; order and maintain supplies within budget of division; maintain IRB database (approximately 40 active studies per year); prepare monthly IRB agenda; distribute application materials to IRB members; record and distribute meeting minutes; assist in the creation, preparation and submission of notices and -reports; scan and archive all Shelter Plus Care files; monitor toll free tobacco line; and enter inspection data into the Tobacco Compliance System (TCS).

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should 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).

**PLEASE SEND APPLICATIONS TO:**

DMHAS/Office of the Commissioner  
Human Resources 4<sup>th</sup> Floor  
410 Capitol Avenue,  
Hartford, CT 06106  
Fax: (860) 418-6697  
[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@ct.gov)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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