

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

SECRETARY 1

OFFICE OF THE COMMISSIONER  
HUMAN RESOURCES

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

**Open To:** Candidates on the current exam list for Secretary 1 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:** Connecticut Valley Hospital/Page Hall, Middletown, CT

**Job Posting No:** OC23494

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

**Salary Range:** \$ 41,440.00 - \$ 55,466.00

**Posting Date:** August 7, 2014                      **Closing Date:** August 13, 2014

**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.**

**Duties will include:** greets and directs large volume of visitors responding to various types of issues; answers phones and takes messages; answers questions requiring knowledge of facility as well as human resources policies and procedures; directs employees and visitors to appropriate Human Resource staff; coordinates very high volume of employment applications and ensures recruitment files are in order prior to start of recruitment process; handles, routes and prioritizes mail; schedules interviews and coordinates hiring day events; processes all volunteer and student background checks for CT Valley Hospital as well as coordinating permanent hire background checks for CT Valley Hospital and River Valley Services; organizes, maintains and archives 1800 personnel files ensuring compliance with the Joint Commission requirements; coordinates all closed recruitment files and stores them appropriately according to year and job title; manages multiple calendars ; assists with the tracking of performance evaluations; orders and maintains inventory of supplies; performs related duties as required.

**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.