

PSYCHIATRIC SECURITY REVIEW BOARD
JOB OPPORTUNITY
SECRETARY 2

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

Open To: State Employees who are on the current exam list for Secretary 2
Location: 505 Hudson Street, Hartford, Ct 06106
Job Posting No: 28278
Hours: 8:00 am to 4:30 pm, Monday – Friday, Full time, 40 hours per week
Salary Range: \$45,360.00- \$59,316.00
Posting Date: April 22, 2015 **Closing Date:** May 7, 2015

Eligibility Requirement:

Candidates must have applied for and passed the **Secretary 2** 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 include: Manages the office functions of the Psychiatric Security Review Board including the tracking of hearing dates and statutory timeframes; composes a variety of letters, memos and legal correspondence utilizing proper grammar, punctuation and spelling; edits Board Orders and Reports to Court; operates office suite software and generates reports utilizing Access database; responds to all incoming calls and relays appropriate information to the public about the agency through knowledge of policies, statutes and regulations, manages and organizes office filing systems; develops narratives and statistical reports; arranges and coordinates meetings; maintains inventory and processes paperwork for purchasing; assists in preparing and monitoring office budget and statistical reports; coordinates and processes mailings for Board hearings; responds to requests from external agencies or the public; serves as Webmaster for agency; strong organizational and communication skills.

Knowledge, Skills and Abilities:

Considerable knowledge of proper grammar, punctuation and spelling; ability to operate office equipment; knowledge of Microsoft Office.

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 APPLICATION TO:

DMHAS/Office of the Commissioner

Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
Fax: (860) 418-6697
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.