

**DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
SECRETARY 1**

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

Open To: The Public (on exam list)

Location: (1) Vacancy ~ Board of Review, 38 Wolcott Hill Road, Wethersfield
(1) Vacancy ~ Bridgeport Appeals, 350 Fairfield Avenue, Suite 601
(1) Vacancy ~ Waterbury Appeals, 249 Thomaston Avenue

Hours: 8:00 a.m. to 4:30 p.m.

Salary: \$40,233 - \$52,793

Job Posting No: **595 (Wethersfield), 596 (Bridgeport), 597 (Waterbury)***

Closing Date: December 27, 2013, close of business

Eligibility: Candidates must be on the current **Secretary 1** certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on layoff or SEBAC lists are given first consideration.

Examples of Duties: The incumbent will be responsible for a full range of secretarial duties to include but not limited to: typing, editing and proofreading various documents; filing, designing, organizing and maintaining files; composing correspondence; report writing; receptionist duties; screening, distributing and responding to incoming correspondence; arranging and coordinating meetings; taking and transcribing minutes; making travel arrangements; maintaining inventory of office supplies and equipment; assisting in preparation and monitoring of office budget. Performs other related duties as required.

Minimum Qualifications Required/Knowledge, Skill and Ability: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a completed current State of Connecticut Application for Examination or Employment (CT-HR-12) and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. In addition, if you are not a Department of Labor employee you will need to complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). Current state employees are required to submit their last two service ratings and copies of their last two years of attendance records (2012 & 2013). The CT-HR-12 and CT-HR-13 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. *Applicants must select job number associated with location on application; more than one location may be selected. Application packages will not be considered without these documents. Submit via mail or fax to:

**Department of Labor
Human Resources Office
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699**

Please note: Applicants who are not currently a state employee must start at the minimum salary. If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Only those applicants selected for an interview will be contacted. Please do not call concerning your application.

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.

CONNECTICUT DEPARTMENT OF LABOR
Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed

Signature of Applicant

As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed

Signature of Applicant

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/2012/public_officials_and_state_employees_guide_december_2012_rev.pdf

****Important note: Altered forms will NOT be accepted.**