

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY**

Secretary 2
Bureau of Policy and Planning

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list
Location: DOT Administration Building, 2800 Berlin Tpke, Newington, CT
Job Posting No: 85363
Hours: 40 Hours per week
Salary: CL-16 \$45,360-59,316 annual
Closing Date: June 29, 2015 at 3:00 p.m.

Eligibility Requirement: Candidates must have applied for and passed the Secretary 2 examination 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.

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; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate Microsoft office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years' experience above the routine clerk level in office support or secretarial work.

Special Experience:

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Substitution Allowed:

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an application form CT-HR-12. **State employees must also include copies of last two service ratings received.** Your application must be received by June 29, 2015 at 3:00 p.m and will not be considered complete without all required documents. Submit your application to:

**Department of Transportation
Bureau of Policy and Planning
Ms. Melanie LaPenta
2800 Berlin Turnpike
Newington, CT 06131-7546**

Fax # (860) 594-2056 or Email: Melanie.LaPenta@ct.gov

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. Refer to the DAS website at <http://das.ct.gov> for job specification requirements. Interviews will be limited to candidates whose qualifications most closely meet the requirements of the position. The candidate pool resulting from these interviews may be used to fill future Secretary 2 positions in the Bureau of Policy and Planning within one year.

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.