

State of Connecticut
JOB POSTING

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Secretary 1 - Office Assistant
Bureau of Engineering and Construction**

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

Open To: The Public
Location: District 2 - Norwich, CT (Construction)
Job Posting No: 28638
Hours: 40 hours per week
Salary: Pay Grade CL 14 \$41,440.00 to \$54,377.00
Closing Date: June 30, 2015

Position Description: The Connecticut Department of Transportation has a Secretary 1 or (underfill at the level of an Office Assistant) job opportunity available in the Bureau of Engineering and Construction, at the DOT District 2 Headquarters in Norwich, Connecticut. This position is in the NP-3 (Clerical) bargaining unit.

Examples of duties of this position include 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; typing of documents, reports, letters, forms and tables; proof reading draft documents prepared by engineers and staff. Administrative tasks also include copying, mail handling, distribution of documents with critical schedules, filing, electronic file searches, greeting and accompanying consultants to meetings and taking phone messages for staff.

Preferred Knowledge, Skills and Abilities: Proficient use of Microsoft Outlook, Word, Excel, CORE and Internet Explorer; excellent typing and proofreading ability; knowledge of proper grammar, punctuation and spelling; interpersonal and organizational skills; ability to complete assignments within specified deadlines; ability to communicate effectively, both verbally and in writing; excellent attendance; clerical experience in a construction and/or engineering environment; familiarity with engineering documents.

General Experience: Two (2) years of experience above the routine clerk level in office support or secretarial work.

Substitutions Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) years of experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill further Secretary 1 positions in the Bureau of Engineering and Construction within the twelve (12) months. **Candidates who had applied to the previous posting on September 10, 2014 need not reapply.**

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and Application for Employment (CT-HR-12) and state employees must submit copies of their two most recent service ratings by **July 30, 2015 at 4:00 p.m.** to:

**Department of Transportation
Attn: Sharon Waters
Bureau of Engineering and Construction
171 Salem Turnpike
Norwich, CT 06360**

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.