

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
EXECUTIVE SECRETARY (UNCLASSIFIED)**

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

Open To: The Public
Location: Headquarters, Newington, CT
Job Posting No: 86867
Hours: 40 hours/week, Monday – Friday (8:00 am to 4:30 pm)
Salary: SE-01 – annual salary \$56,247 to \$76,890 (please see below)
Closing Date: August 6, 2015

The Department of Transportation has an Executive Secretary (Unclassified) position currently available. The chosen candidate will act as the confidential secretary to the Deputy Commissioner.

Eligibility Requirement: Candidates must meet the minimum qualifications required for this job specification (please see below).

Examples of Duties: Will perform a full range of secretarial functions and administrative activities which require an advanced level of accountability, problem solving and interpersonal contacts.

Preferred Skills, Abilities and Experience: High level interpersonal skills; office management experience; ability to function independently; proficient in the complete Microsoft office suite; decision making ability; ability to take accurate and complex dictation; business writing skills - ability to draft memoranda and letters; proofreading skills – ability to perform QA/QC on critical correspondence and policy documents; ability to answer questions, resolve problems and refer callers to appropriate DOT units; ability to manage calendar for Deputy Commissioner, including scheduling and coordination of numerous meetings and conference calls; ability to train, provide guidance to, and serve as back-up to Commissioner's secretarial staff; ability to screen mail and email and process log letters for Commissioner's office; ability to develop travel authorizations.

Required Knowledge, Skills and Abilities: Considerable knowledge of office administration and management; considerable knowledge of functions, procedures, programs and regulations of relevant organizational unit; considerable knowledge of English grammar, spelling and punctuation; considerable interpersonal skills; ability to interact effectively with supervisor, co-workers and general public; ability to work independently on administrative tasks and make decisions within framework of departmental policies; ability to follow complex instructions; ability to take accurate and complex dictation; supervisory ability.

Appointment: Appointment to this position shall be in accordance with Section 5-198(11) of the Connecticut General Statutes.

Compensation shall be commensurate with skill level and assigned responsibilities.

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 Executive Secretary positions in the Commissioner's Office within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume and Application for Employment (CT-HR-12). State employees must submit copies of their last two (2) service ratings by August 6, 2015 to:

Doreen Rossi
Principal Human Resources Specialist
Department of Transportation
2800 Berlin Turnpike
Newington, CT 06131
Email: Doreen.rossi@ct.gov
Fax: 860-594-3369

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.