



Department of
ADMINISTRATIVE SERVICES
Job Postings



**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
SECRETARY 1
BUREAU OF ENGINEERING AND CONSTRUCTION**

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

Open To: Candidates on the current examination list
Location: Office of Construction – District 4, 359 South Main Street, Thomaston, CT 06787
Job Posting No: 31499
Hours: 40 hours per week, full time
Salary: Pay Grade CL 14 - \$42,684.00 - \$56,009.00 Annually
Closing Date: **December 11, 2015**

Eligibility Requirement: Candidates must have applied for and passed the Secretary 1 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.**

Example of Duties: Responsibilities include but are not limited to: typing of documents (reports, letters, and memos), designing forms and spreadsheets, and proofreading draft documents prepared by engineers and staff. Administrative tasks also include copying, mail handling, distribution of documents with critical schedules, scanning large documents, maintaining and transferring files, electronic file searches, setting up meetings, preparing agendas and taking meeting minutes, greeting visitors, and taking phone messages for staff.

Knowledge, Skills and Abilities: 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; verbal and written communication 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).

Preferred Experience: Proficient use of Microsoft Outlook, Word, Excel, Access, PowerPoint, CORE, and Internet Explorer; strong customer service skills and organizational skills.

Experience And Training:

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

Substitution 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) year of experience.

Note: In order to be considered for this position, you must apply to this posting, even though you may be on a current Secretary 1 examination list and/or may have applied to previous Secretary 1 postings for this area (or other areas) of the Department.

Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position.

The candidate pool resulting from these interviews may be used to fill future Secretary 1 vacancies that may become available in the Office of Construction in District 4 Thomaston within twelve (12) months from the date of the interview.

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 "Eligibility Requirements" must submit a completed Application for Examination for Employment (CT-HR12) and **State employees must also submit copies of their last two (2) service ratings, no later than December 11, 2015 to:**

Department Of Transportation
Office of Construction and Engineering
359 South Main Street
Thomaston, CT 06787
Attn.: Bonnie Murone, Administrative Assistant

Applications must be postmarked no later than the closing date indicated above. Application forms are available at: www.das.ct.gov

Incomplete applications where the required documentation is not submitted will not be considered for this position.

Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.

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.