

DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY

**Administrative Assistant (Confidential)**

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

**Open To:** Candidates on a current examination list.  
**Location:** Newington, CT  
**Job Posting No:** 79396  
**Hours:** 8:00 am to 4:30 pm  
**Salary:** CA-19: \$52,364 to \$69,118 annual  
**Closing Date:** **May 8, 2015**

The Connecticut Department of Transportation has an Administrative Assistant (Confidential) job opportunity available in the Bureau Chief's Office, Bureau of Finance and Administration.

**Eligibility Requirement:** Candidates must have applied for and passed the Administrative Assistant examination and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the title of Administrative Assistant or those who have previously attained permanent status may apply for lateral transfer.

The selected candidate will serve as the Administrative Assistant (Confidential) in the Bureau of Finance and Administration and perform the full range of administrative and secretarial support functions. Duties include typing, researching and preparing reports, developing financial spreadsheets, preparing complex letters/memoranda, editing correspondence prepared by other Bureau personnel for the Commissioner and/or Bureau Chief's signature; acting for the Bureau Chief within defined limits of authority and assisting him with activities related to day-to-day office operations; making travel arrangements, preparing travel authorizations and reviewing travel documents prepared by other Bureau personnel; arranging and coordinating meetings, assisting in budget development and submission, and screening and directing inquiries and correspondence for appropriate response and/or action. The nature and duties of this position require the incumbent to maintain a high level of confidentiality and dependability. This position also requires an advanced level of accountability, problem resolution, and interpersonal contacts with a wide range of individuals at various levels internal and external to the Department. This position retains a "Confidential" status, which means that the selected candidate is removed from the labor bargaining unit during the period of assignment to this position. The selected candidate's accrued seniority in their bargaining unit classification will not be adversely affected by this confidential service.

**Preferred qualifications include:** possession of excellent written, oral and interpersonal communication skills, mastery of Microsoft Outlook, Word and Excel software, general mathematical and problem solving skills, ability to work independently and adapt to changing work priorities and compressed deadlines.

In order to be considered for this position, candidates must meet the following **Experience and Training Requirements:**

**General Experience:** Four (4) 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 2 or its equivalent.

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

**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. In addition, the candidate pool resulting from these interviews may be used to fill future Administrative Assistant (Confidential) positions in the Bureau within twelve months.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and an Application for Employment (CT-HR-12) by May 8, 2015. State employees must also include their last two service ratings. Send to:

Marilyn DiMattia  
Administrative Assistant  
Department of Transportation  
P.O. Box 317546  
2800 Berlin Turnpike  
Newington, CT 06131-7546  
Fax: 860-594-3094  
Email: [Marilyn.Dimattia@ct.gov](mailto:Marilyn.Dimattia@ct.gov)

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

**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.