

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Secretary 2 – may underfill at the level of Secretary 1
Bureau of Engineering and Construction**

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

Open To: The Public (Refer to “Eligibility” section below)
Location: Newington Headquarters
Job Posting No.: **106037**
Hours: 40 hours per week
Salary: Pay Grade CL 14 (Secretary 1), CL 16 (Secretary 2)
Closing Date: **December 30, 2013 - 4:00 p.m.**

There is a Secretary 2 position opportunity currently available in the Office of Engineering, Division of Bridges and Facilities, Bridge Safety and Evaluation unit, at the Newington Headquarters. This position may be underfilled at the level of Secretary 1. This position is in the NP-3 (Administrative Clerical) bargaining unit.

Position Description: Responsibilities include, but are not limited to, preparing correspondence and technical reports; copying, scanning, and filing documents and reports; ordering office supplies; tracking and scheduling training; mail handling; maintaining office inventory; answering telephone calls and supplying information requested or redirecting inquiries; and other related duties as required.

Preferred Qualifications: Proficient in the use of Microsoft Outlook, Word, Excel, PowerPoint and Internet Explorer; ability to learn and use new computer applications; 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; a college degree or college coursework.

Eligibility:

Secretary 2: Candidates must have passed the Secretary 2 exam and be on a current certification list promulgated by the Department of Administrative Services. State employees currently holding this title or those who have previously attained permanent status in this title since their most recent hire date, may apply for lateral transfer.

Secretary 1: Candidates must have passed the Secretary 1 exam and be on a current certification list promulgated by the Department of Administrative Services. State employees currently holding this title or those who have previously attained permanent status in this title since their most recent hire date, may apply for lateral transfer.

Application Instructions: Submit a cover letter which states your interest and suitability for this position, resume, application (State of Connecticut Application for Examination of Employment Form CT-HR-12) and copies of last two service ratings (State employees only) to:

Ms. Brenda Civiello, Administrative Assistant
Department of Transportation
Bureau of Engineering and Construction
P.O. Box 317546
2800 Berlin Turnpike, Newington, CT 06131-7546

Exam list candidates must either include a copy of their exam letter(s) OR indicate in their cover letter, which exam list(s) (Secretary 1, Secretary 2 or both) they are on.

Due to the large volume of applications anticipated, we are unable to confirm receipt or respond to calls/emails about the status of the recruitment process. Please refrain from contacting us for this purpose. Late and incomplete application packages will not be considered.

Applications forms are available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Refer to the DAS website for job specification requirements. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from this posting may be used to fill Secretary 1 and/or Secretary 2 vacancies that occur in the Office of Engineering, Division of Bridges and Facilities, in the next twelve (12) months.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

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.