

DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY

Secretary 2

DOT, Office of Staff Maintenance, Newington, CT

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

**Open To:** Candidates on the current exam list (see Eligibility Requirement below)  
**Location:** 2800 Berlin Turnpike, Newington, CT  
**Job Posting No:** 78991  
**Hours:** 7:30 am to 4:00 pm  
**Salary Group:** CR-16  
**Closing Date:** August 31, 2012

**Position Description:** The Connecticut Department of Transportation has a Secretary 2 job opportunity available in the Bureau of Highway Operations, Division of Staff Maintenance at the DOT Administration Building in Newington, Connecticut. This position is in the NP-3 (Clerical) bargaining unit.

**Examples of duties of this position include, but are not limited to:** The candidate for this position will serve as a secretary to managerial staff and assist the Administrative Assistants of the Unit with providing a full range of secretarial functions for multiple areas including Special Services & Planning, Equipment Repair, Bridge Maintenance and Highway Operations. Considerable typing of documents including letters, forms and tables using Word, Excel, Access and other Microsoft Outlook programs; proofreading and editing; filing; composing and processing of correspondence; some report writing; answering phones in a busy office environment; arranging and coordinating meetings and travel; ordering supplies and processing purchase orders (using Core-CT); entering attendance records; mail handling, distribution of documents with critical schedules, faxing, emailing, electronic file searches, and performing related duties as required.

**Eligibility Requirement:** Candidates must have passed the Secretary 2 examination 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 in this class since their last date of hire may apply for lateral transfer.

**Preferred Knowledge, Skills and Abilities:** Microsoft Outlook, Word, Excel, Access, and Power Point 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; ability to gather data; ability to take notes (shorthand, speedwriting, or other acceptable method).

**Special Experience:** Experience working in multi-disciplined office. Experience working with the public, routing and resolving complaints. Extensive typing of correspondence, reports, forms.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a copy of their exam letter and an Application for Employment, CT-HR-12 by August 31, 2012 to:

Department of Transportation  
Ms. Shirley Valonis  
Bureau of Highway Operations  
P.O. Box 317546, 2800 Berlin Turnpike  
Newington, CT 06131-7546

The CT-HR-12 Application for Examination or Employment form is available on the DAS website

[http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)

**State employees seeking a lateral transfer must include copies of their last 2 service ratings.**

**Note:** Applicants who do not submit all the requested documents will not be considered. Interviews will be limited to candidates whose experience and training most closely meet the requirement of this position.

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

Due to the large volume of applications received, we are unable to confirm receipt or provide status updates during the recruitment process. Please refrain from contacting us for these purposes.

**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.