



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



OFFICE OF THE CHIEF OPERATING OFFICER
ADMINISTRATIVE ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: See Eligibility Requirement
Location: 165 Capitol Avenue, Hartford, CT 06106
Hours: 8:00 a.m. – 5:00 p.m.
Salary: \$53,935 - \$69,795
Closing Date: October 21, 2015

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Administrative Assistant 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 are eligible for consideration. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

GENERAL KNOWLEDGE:

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

EXAMPLE OF DUTIES:

This individual will report to the Chief Operating Officer and be responsible for a full range of duties that include: using a personal computer or other electronic equipment, formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling; designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews references materials and manuals; composes complex letters and/or memoranda, etc. (e.g., explaining department practices and/or policies) for own or manager's signature; researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations; acts for manager by interpreting established policies and procedures, etc.; troubleshoots by relieving manager of as much administrative detail as possible; acts for and regularly makes decisions in manager's absence (within prescribed limits of authority); screens letters, memos, reports and other materials to determine action required; may make recommendations to supervisor; arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g., charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements; authorizes purchases and payments (within prescribed limits of authority); develops input and prepares documentation for office and/or department budget; coordinates budget control and monitoring; develops office and/or department procedural manuals; assists in interviewing and hiring office support staff; trains office support staff; may supervise office support staff; performs related duties as required.

GENERAL EXPERIENCE:

Four (4) years' experience above the routine clerk level in office support or secretarial work.

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SPECIAL EXPERIENCE:

One (1) year of the General Experience must have been at the level of Secretary 2 or its equivalent.

SUBSTITUTIONS 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 to a maximum of two (2) years.

PREFERRED EXPERIENCE:

- Experience in providing high-level administrative support utilizing advance problem solving and interpersonal skills;
- Experience operating office equipment which includes personal computers, iPads and other electronic equipment utilizing CORE-CT, Microsoft Office applications including MSWord, Excel, Outlook and PowerPoint;
- Experience in a fast-paced, executive level environment with excellent interpersonal, written and oral communication skills;
- Experience in proofreading complex and technical documents for grammatical errors
- Experience in office administration and management including oversight of support staff, knowledge and oversight of customer services, knowledge of travel and procurement procedures, knowledge of State Department of Education procedures and policies, and effective communication skills for daily interactions with educators, school districts, families and general public;
- Experience using varied communications (composing complex letters and/or memoranda, board reports transmittals, etc.);
- Experience working with the public, districts, etc., as well as working alongside all levels of staff – professional, support and management.

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates must submit the following information by close of business on the closing date in order to be considered for this position.

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for (3) pertinent professional references.
4. Candidates currently employed in state service, please submit your two most recent service ratings with your application materials to:

**Department of Education
Bureau of Human Resources
165 Capitol Avenue, Room G-16
Hartford, CT 06106
ATTN: Debra Paradis
TEL: (860) 713-6695**

Please note: Applications will be accepted via U.S. mail or hand delivery only.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

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