

OFFICE OF THE HEALTHCARE ADVOCATE
Job Opportunity

ADMINISTRATIVE ASSISTANT

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

Open To: Candidates on a current examination list.

Location: 450 Capitol Avenue, Hartford, CT

Job Posting No: 91351

Hours: Full-time- 40 hours per week

Salary: (CL 19) \$52,364 - \$67,762

Closing Date: *November 7, 2014~ Application package must be received by 4:30 p.m. by this date.

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 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.**

Duties include: Acts for and regularly makes decisions in the State Healthcare Advocate's absence (within prescribed limits of authority); Screens letters, memos, reports and other materials to determine action required; may make recommendations ; Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, conferences, etc. from rough draft; takes notes ; 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 procedures manual, and references materials; Composes complex letters and/or memoranda, etc. (e.g. explaining department practices and/or policies) for own or State Healthcare Advocate'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 State Healthcare Advocate by interpreting established policies and procedures, etc.; troubleshoots by relieving the State Healthcare Advocate of as much administrative detail as possible; Authorizes purchases and payments (within prescribed limits of authority). Performs related duties.

Knowledge, Skills and Abilities: 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).

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 equalling 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.

APPLICATION INSTRUCTIONS: To be considered for this position, qualified candidates must submit a cover letter, resume, and Application for Employment (CT-HR-12 form) located at www.das.state.ct.us/exam to be received no later than the Closing Date noted above. Current State employees must also include copies of their two (2) most recent performance appraisals. **Submit application package to:**

**Carmen Rivera
Human Resources Assistant
P.O. Box 816
Hartford, CT 06142-0816**

OR

E-MAIL: CID.HR@CT.GOV

Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

***Incomplete or late application packages will not be considered. Due to the large volume of applications expected to be received, we are unable to confirm receipt of applications.**

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.