

DIVISION OF HEALTHCARE INNOVATION
STATE INNOVATION MODEL PROGRAM MANAGEMENT OFFICE
JOB OPPORTUNITY

SECRETARY 1

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

Open To: Lateral Transfers and Candidates on a current examination list.

Location: 450 Capitol Avenue, Hartford, CT

Job Posting No: 110209

Hours: Full-time - 40 hours per week

Salary: (CL 14) \$41,440 - \$54,377 (New hires to State service start at the minimum salary range)

Closing Date: *November 6, 2014 - Application package must be received by 4:30p.m.

In the Office of the Healthcare Advocate, Division of Healthcare Innovation, the Secretary 1 will be responsible for a full range of secretarial duties and will, in particular support the work of the State Innovation Model (SIM) Consumer Advisory Board. In addition, the Secretary 1 will provide support for SIM work groups and back-up to the Administrative Assistant, especially in support of the Steering Committee. The position may be required to work beyond the normal work schedule and/or attend meetings after normal work hours.

Eligibility Requirement: Candidates must have applied for and passed the **Secretary 1** 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.**

The Preferred candidate should have the following experience and skills:

- **Microsoft Office Suite (particularly Outlook, Word, Excel, and PowerPoint);**
- **Experience organizing conferences and trainings;**
- **Experience taking meeting minutes;**
- **Strong interpersonal skills and experience communicating with a diverse group of internal and external partners via a variety of means.**

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience.

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.