

OFFICE OF GOVERNMENTAL ACCOUNTABILITY
FREEDOM OF INFORMATION COMMISSION
JOB OPPORTUNITY
SECRETARY 2 (PART-TIME) JOB CLASS 7539CL PCN 00100310

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

Open To: Candidates on a current examination list.
Location: 18-20 Trinity St., Hartford CT 06106
Hours: 19.50 Hours 1 pm to 5 pm, no benefits
Hourly Rate: \$20.48
Closing Date: 3/30/12

Eligibility Requirement:

Candidates must have applied for and passed the Secretary 2 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.

General Experience:

Three (3) 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 equaling one-half (1/2) year of experience to a maximum of two (2) years.

General Knowledge, Skill and Ability:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge Commission's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software.

Example of Duties:

1. Answer and screen calls for management and legal staff
2. Handle frequently asked questions regarding Freedom of Information Act on behalf of management.
3. Handle/sort and distribute mail
4. Maintain and/or update contested case files
5. Draft correspondence in response to inquiries about the Freedom of Information Act
6. Prepare copies of Commission records, both paper and electronic for requestors.
7. Screen correspondence and complaints to determine if immediate action is required by Director of Law Department, c Commissioners, Hearing Officers, or other managers, and to spot jurisdictional issues.
8. Assist in preparation of appeals files.

Note:

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

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and the required CT-HR-12 State Employees Application available online at <http://das.ct.gov/cr1.aspx?page=27>

OFFICE OF GOVERNMENTAL ACCOUNTABILITY
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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.