

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
JUDICIAL REVIEW COUNCIL  
JOB OPPORTUNITY**

**Administrative Assistant (JOB CLASS 3591) PCN 47318**

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

**Open To:** State employees on the current exam list # 981760 or eligible for lateral transfer  
**Location:** 505 Hudson St., Hartford, CT Refer to [www.ct.gov/jrc](http://www.ct.gov/jrc) for a description of the Council  
**Hours:** 40 per week (Full Time)  
**Salary:** CL-19 \$52,364 – \$67,762 annual  
**Closing Date:** February 20, 2015--must be received no later than 5:00 pm

The Judicial Review Council was established to investigate complaints concerning state judges, family support magistrates, and workers' compensation commissioners in order to promote public confidence in the courts by ensuring high standards of judicial conduct. The Council seeks an Administrative Assistant to function as the sole clerical and administrative support to its Executive Director by processing mail, composing written correspondences including Council meeting agendas and minutes, maintaining files, operating automated office equipment, and verbally communicating information to the public. Due to the sensitive quality of the work, the Administrative Assistant **must** be able to maintain confidentiality and handle information in a manner that is mindful of the unit's function.

**Eligibility Requirement Administrative Assistant:**

Candidates must be on the **current certification list** promulgated by the Department of Administrative Services (DAS) for the classification of Administrative Assistant. State employees currently holding that title or those who have previously attained permanent status may also apply.

**Minimum Required Knowledge, Skills and Ability:**

Considerable knowledge of office administration and management; considerable ability to interpret and clearly explain policies and procedures; considerable interpersonal skills; ability to utilize computer software and office machines. The ability to appropriately disseminate and store confidential information is mandatory.

**General and Preferred Experience:** Refer to DAS Class Specification for class code 3591 Administrative Assistant. Some knowledge of the state's judicial system, familiarity with the state's record retention policies, and ability to work with minimal direct supervision are preferred.

**Example of Duties**

Composes and distributes a full range of correspondence. Independently reviews letters, reports and other materials to determine required action and disposition. Organizes and maintains files (especially confidential files). Updates and reviews reference materials. Researches and records information in electronic formats in order to prepare statistical and narrative reports. Acts for the executive director by interpreting established policies and procedures, and communicating with the public.

**Application Instructions:**

Qualified candidates must submit a cover letter, describing your suitability for the position, and the required CT-HR-12 State Employees Application **AND** addendum form CT-HR-13, both available online at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) and [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf) to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department  
18-20 Trinity St. 5th Floor  
Hartford, CT 06106

**Preferred method of submission:** by secure Fax to 860-622-4927 OR attached to e-mail sent to [OGA.HR@ct.gov](mailto:OGA.HR@ct.gov)  
Refer to PCN 47318.

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

**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.