

DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY  
ADMINISTRATIVE ASSISTANT  
EXTENDED CLOSING DATE

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

**Posting Date: March 9, 2012**

**Closing Date: March 23, 2012**

The Department of Social Services is currently accepting applications for (2) two Administrative Assistant positions. One will be located within The Division of Financial Management & Analysis and one the Division of Adult Services, SNAP Unit both located at our Hartford Central Office.

**Open To:** **Candidates on a current examination list.**

**Position:** **Administrative Assistant (CL-19)  
Position Numbers 34071 (Fiscal) & 100754 (SNAP)**

**Bargaining Unit:** **Administrative Clerical ((NP-3)**

**Salary:** **\$49,357.00 - \$63,871.00 Annually**

**Location:** **25 Sigourney Street, Hartford, CT 06106**

**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.**

**Strongly Recommended:** **Strong knowledge and ability to work on Excel, Word, Access and Microsoft Outlook.**

**DUTIES AND RESPONSIBILITIES:** These Administrative Assistant positions will be providing administrative support to the Directors and may assist in other administrative support duties of the Division. In this capacity, will be accountable for independently performing the most complex tasks in office administration requiring an advanced level of accountability, problem solving and interpersonal contacts.

Performs the most complex office administrative duties as described in the following areas:

1. **TYPING:** 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.
2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews references materials and manuals.
3. **CORRESPONDENCE:** Composes complex letters and/or memoranda, etc. (e.g. explaining department practices and/or policies) for own or manager's signature.
4. **REPORT WRITING:** Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations.
5. **INTERPERSONAL:** 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).
6. **PROCESSING:** Screens letters, memos, reports and other materials to determine action required; may make recommendations to supervisor.
7. **PERSONAL SECRETARY:** 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.
8. **OFFICE MANAGEMENT:** 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.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** 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).

**Notes:** Applications will be taken from employees who have taken and received a passing score on the Examination Number 981760 or employees who currently hold permanent status in the classification of Administrative Assistant.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. Do not mail a copy of your application form if you have faxed the materials. Please forward to:

**Kristina Grodzicki, Human Resources Specialist  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED ON OR BEFORE, FRIDAY, MARCH 23, 2012 CLOSE OF BUSINESS**

**An Equal Opportunity/Affirmative Action Employer**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**