

STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY

SECRETARY 1

Posting Date: October 10, 2012

Closing Date: October 23, 2012

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

The Department of Social Services – Contract Administration Division is presently recruiting to fill a **Secretary 1** position located at our Central Office location, 25 Sigourney Street, Hartford, CT. **(Position # 34232)**

Open to: State employees on current exam list or lateral transfer

Position: Secretary 1 - (NP-3 Administrative Clerical Bargaining Unit)

Location: Department of Social Services
25 Sigourney Street
Hartford, CT 06106

Salary Range: \$39,061.00 - \$51,255.00 Annually - (Salary Grade CL14)

ESSENTIAL RESPONSIBILITIES:

The duties associated within this position include the full range of secretarial duties including: typing, document composition, report writing, complex processing, filing, telephone work and using office equipment such as scanner and multi-line phone system, computer and fax.

Strongly Recommended:

The successful candidate will provide secretarial support for a busy Contract Administration and Procurement Unit with five members. Additional support as needed for the Commissioner's and Deputy Commissioner's office. Incumbent should be a highly organized quick learner who possesses the ability to prioritize and multi-task. Knowledge of Microsoft Office, Access, Excel, Word, Power Point, and Core-CT. Additional knowledge of legal terminology, state contracting and procurement procedures and documents a plus.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of office systems and procedures; considerable knowledge of proper punctuation and spelling; knowledge of business communications; some knowledge of business 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).

EXPERIENCE AND TRAINING:

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 equaling one-half (1/2) year of experience.

APPLICATION PROCEDURE: To apply you must submit an original fully completed and signed State of Connecticut Application (Form CT-HR-12) in order to be considered for an interview. 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, please 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 mail or fax your completed original State of Connecticut Application (Form CT-HR-12) and a Resume to:

**Kelly Geary, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street, Hartford, CT 06106
Fax: (860) 951-2979**

APPLICATIONS MUST BE RECEIVED ON OR BEFORE October 23, 2012
The Department of Social Services is an Equal Opportunity / Affirmative Action Employer