

DEPARTMENT OF AGRICULTURE
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT
BUREAU OF REGULATION & INSPECTION

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

Open To: Candidates on a current examination list.

Location: 165 CAPITOL AVE, HARTFORD CT

Job Posting No: 0011343

Hours: Monday through Friday, 8:00 – 4:30

Salary: (Pay Plan/Group) CA 19 Annual: \$49,357.00 - \$65,149.00
Bi-weekly: \$1,891.08 - \$2,496.14
Hourly: \$23.64 - \$31.21
(New hires to state employment start at the minimum)

Closing Date: **SEPTEMBER 27, 2013**

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.**

DESCRIPTION OF DUTIES

This individual will be accountable for performing the most complex tasks in both office administration and secretarial support for the Director of the Bureau relative to many of the Bureau's responsibilities and activities mandated by statute. As the Administrative Assistant he/she coordinates office management activities for the Bureau Director; researches, compiles, assimilates, and prepares confidential and sensitive documents, and briefs the Bureau Director regarding content; compiles and maintains records, statistical information, and reports; coordinates the production of documents in response to freedom of information requests; reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the Bureau Director and staff; receives and screens incoming calls and visitors, determines which are priority matters, and alerts the Bureau Director accordingly; makes referrals to appropriate staff or provides requested information; composes letters and memoranda in response to inquiries; acts as liaison between the Bureau Director, subordinates or others, by transmitting directives, instructions and assignments and following up on the status of assignments; produces a variety of documents, charts, and graphs in final form; updates Bureau Director and appropriate staff on status of issues before scheduled meetings; prepares agenda and collects materials for hearings, meetings, speeches, and conferences; takes minutes and keeps records of proceedings; reviews, proofreads, and edits documents; coordinates and facilitates the Bureau Director's calendar to arrange appointments, meetings, and conferences; establishes and maintains various filing and records management systems. May have lead responsibility over other clerical staff as assigned.

Preferred Skills

Demonstrated experience in utilizing Microsoft Word, Excel, Outlook and Access in order to create charts, tables, spreadsheets and databases. Proven ability to coordinate customer service activities within a work unit; respond to and resolve problems related to constituent complaints and general customer service issues; coordinate and provide administrative support to project workgroups and committees, including setting schedules, compiling and coordinating meeting materials, taking minutes and assisting in preparing committee reports; coordinate contracts with vendors and assisting in the Request for Proposal (RFP) process; develop and update office procedure manuals.

Knowledge, Skills and Abilities

Demonstrated knowledge of office administration and management; demonstrated knowledge of proper grammar, punctuation and spelling; demonstrated ability to maintain confidentiality and make sound decisions and judgments while having consideration for the high visibility and importance of the agency and its mission; proven knowledge of business communications and business math; considerable interpersonal skills and organizational 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).

General Experience

Four (4) years' experience above the routine clerk level in office support or secretarial work with one (1) year of the General Experience at Secretary 2 or its equivalent.

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

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Irena Baj Wright, Human Resources
Department of Administrative Services/SmART Unit
165 Capitol Ave, 5th fl northeast
Hartford, CT 06106
Fax: (860) 622-2843
irena.baj-wright@ct.gov

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.