

DEPARTMENT OF AGRICULTURE  
Bureau of Aquaculture  
**ADMINISTRATIVE ASSISTANT**

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

**Open To:** Candidates on a current examination list or lateral transfer  
**Location:** Milford, CT  
**Job Posting No:** 96777  
**Hours:** Monday through Friday, 40 hours  
**Salary:** CL 19 Bi-weekly: \$1,947.82 (*minimum*)  
**Closing Date:** **October 23, 2013 at 4pm – no exceptions**

**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.**

**The preferred candidate will be detail oriented; exceptionally accurate; adept in Microsoft Office programs, including Word, Access, and Excel; possess excellent customer service and organizational skills; have some experience maintaining time and attendance records; have the ability to follow oral and written instructions; have the ability to work well under pressure and interact effectively with officials, staff, customers, and the public.**

**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.

The official job specification may be viewed at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6264>

The salary plan is available at: <http://das.ct.gov/HRDocs/CompPlans/CL%202013%2008%2026.pdf>

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who have taken and passed this exam AND who meet the preferred skills should submit **a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment** (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist  
Department of Administrative Services/SMART Unit  
165 Capitol Ave, 5<sup>th</sup> Floor East  
Hartford, CT 06106

**Confidential Fax: (860) 622-4921 (preferred method of submission)**

**OR**

**Email to [DAS.HR.SMART@ct.gov](mailto:DAS.HR.SMART@ct.gov), MUST include Adm Asst 96777 (last name) in subject line.**

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

**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.