



Department of
ADMINISTRATIVE SERVICES
Job Postings



**OFFICE OF THE ATTORNEY GENERAL
JOB OPPORTUNITY
SECRETARY 2
(May Underfill as a Secretary 1)**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Exam List Candidates; State Employees with current/prior status as a Secretary 1 or Secretary 2

Location: Office of the Attorney General's New Haven office: 1 Long Wharf, New Haven, CT

Job Posting Numbers: 00004647

Hours: 40 hours/week; 8:00 a.m. - 5:00 p.m.

Salary: Secretary 2: Minimum \$46,721 annually
Secretary 1: Minimum \$42,684 annually

Closing Date: January 10th, 2016

Eligibility Requirement: Candidates must have applied for and passed the Secretary 1 and/or Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the title of Secretary 1 or Secretary 2, or those who have previously attained permanent status in either of these classes, 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: The incumbent will be responsible for performing a full range of secretarial duties which include providing general information in response to telephone inquiries; greeting and directing visitors; providing advice to callers regarding policy and procedure; composing complex letters and/or memoranda for own or supervisor's signature; formatting and typing a full range of correspondence, reports, legal documents, etc. on a personal computer; proofreading for content and accuracy; designing, organizing, and maintaining files, including confidential files; maintaining, updating, and reviewing reference materials; compiling information from standard sources and preparing narrative and/or statistical reports, exercising judgment in the selection of material to include; reviewing, routing, and prioritizing mail; arranging and coordinating meetings; researching, assembling, and coordinating meeting materials; writing minutes at meetings; preparing expense accounts; making travel arrangements; maintaining inventory of supplies and equipment; ordering supplies when necessary; processing and maintaining paperwork for purchasing; assisting in the preparation and monitoring of the office budget; maintaining time and attendance records; designing and initiating new forms and procedures to facilitate workflow; and performing related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; 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 the supervisor).

General Experience: For the level of Secretary 2, three (3) years of experience above the routine clerk level in office support or secretarial work is required. For the level of Secretary 1, the requirement is two (2) years of experience at this same level.

Special Experience: For the level of Secretary 2, one year of the General Experience must have been as a Secretary 1 or its equivalent.

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.

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, resume, CT-HR-12 Application for Employment, and the contact information for three (3) references. Current State employees must also provide a copy of the last two performance appraisals. Please include the Job Posting Numbers above, and send all required information **postmarked by the closing date** to:

Susan L. Cavanaugh, Manager of Human Resources
Office of the Attorney General
55 Elm Street
Hartford, CT 06106
FAX: (860) 808-5375
Email: susan.cavanaugh@ct.gov

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.