

**OFFICE OF THE SECRETARY OF THE STATE
JOB OPPORTUNITY
Secretary -1
Commercial Recording Division**

Open To: Candidates must be on a current examination list.

Location: 30 Trinity Street, Hartford, Ct. 06106

Job Posting No: 242

Hours: Monday – Friday (40 Hours/week)

Salary: NP-3-CL-14

Closing Date: March 28, 2013

Eligibility Requirement: Candidates must have applied for and passed the EXAM TITLE 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.**

Knowledge, Skills and Abilities: Ability to perform a full range of secretarial support functions. Typing, filing correspondence, report writing, interpersonal skills, processing; providing personal secretarial support to the management team. Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; ability to perform a full range of clerical tasks, ability to operate office equipment, computers and other electronic equipment; computer software, ability to schedule and prioritize workflow; ability to comprehend and interpret complex instructions.

General Experience: Two years general experience above routine clerical office support or secretarial work.

Special Experience: NONE

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:

**Office of the Secretary of the State
30 Trinity Street, Hartford, Ct. 06106
FAX: 860-509-6236
Email: gloria-sparveri@ct.gov**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

