

State of Connecticut Department of Mental Health and Addiction Services
(DMHAS)
Job Opportunity
Executive Assistant

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

Open To: The Public
Location: Office of the Commissioner
Job Posting No: OOC23654
Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.
Closing Date: August 24, 2012

The State of Connecticut, Department of Mental Health and Addiction Services (DMHAS) is currently recruiting for an Executive Assistant. The Department of Mental Health and Addiction Services (DMHAS) promotes and administers comprehensive, recovery-oriented services in the areas of mental health treatment and substance abuse prevention and treatment throughout Connecticut.

Reporting to the Commissioner, responsibilities of this exciting position include, but are not limited to, procurement and management of all DMHAS grants, providing communication support for the Commissioner, and working as a member of the Commissioner's Executive Group.

Preferred qualifications for this position include an advanced degree, knowledge of public funding sources and health care regulations, and grant writing experience.

DMHAS offers a competitive wage and benefit package.

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

PLEASE SEND APPLICATIONS TO:
DMHAS – Office of the Commissioner
Scott Courtemanche, Principal Human Resource Specialist
410 Capitol Avenue, Hartford, CT 06106
Fax : (860) 418-6697
Email : scott.courtemanche@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply.