

**EMPLOYMENT OPPORTUNITY
OPEN TO THE PUBLIC
DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY
Secretary 1
(2 vacancies)**

FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS ANNOUNCEMENT

Location: DEMHS Region 2 Office - Middletown (#0008616)
DEMHS Region 5 Office – Waterbury (#0008617)

Schedule: Full Time, 40 hours per week

Salary Group: CL-14 \$39,061 - \$51,255.00 (annually)
New hires to state service start at the minimum salary

Closing Date: December 14, 2010

Eligibility Requirement: **Candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.**

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

The Department of Emergency Management and Homeland Security is recruiting for a Secretary 1 in its Region 2 & Region 5 Offices. The incumbent will be responsible for performing a full range of secretarial support functions, including but not limited to: greeting and directing visitors, answering telephones and taking messages, drafting routine correspondence, arranging and coordinating meetings, and maintaining supplies.

QUALIFICATIONS

Demonstrated knowledge of office systems & procedures, proper grammar, punctuation and spelling. Knowledge of business communications and business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment.

APPLICATION INSTRUCTIONS

In addition to meeting the above-stated eligibility requirements, candidates must submit a cover letter, a résumé, and a fully completed state employment application (Form CT-HR-12) to:

Irena Baj Wright
Human Resources Associate
Small Agency Resource Team
Department of Administrative Services
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106

Fax: (860) 622-2843 or e-mail irena.baj-wright@ct.gov

The entire application package must be received at the above address by close of business on December 14, 2010. We do not confirm receipt of applications.

CT-HR-12 application forms are available from human resources units of state agencies; Labor Department Job Centers/CT Works Offices located throughout the state; and on the World Wide Web at:

<http://das.ct.gov/employment>.

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.