

*State of Connecticut*  
**JOB POSTING**

**State of Connecticut  
The Department of Social Services  
Job Opportunity – Field Operations**

**ADMINISTRATIVE ASSISTANT**

**APPLICANTS MUST HAVE TAKEN AND PASSED THE DEPARTMENT OF ADMINISTRATIVE SERVICES EXAMINATION FOR ADMINISTRATIVE ASSISTANT. STATE EMPLOYEES WHO ARE CURRENTLY CLASSIFIED AT THIS LEVEL OR PREVIOUSLY ATTAINED PERMANENT STATUS IN THIS CLASSIFICATION WILL BE CONSIDERED FOR LATERAL TRANSFER. APPLICANTS WILL NOT HAVE THE OPPORTUNITY TO TAKE THE EXAM PRIOR TO THE ABOVE CLOSING DATE TO QUALIFY FOR THIS VACANCY.**

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

**Posting Date: August 22, 2014**

**Closing Date: August 28, 2014**

**The Department of Social Services is presently accepting applications to fill one (1) Administrative Assistant position, Field Operations of the DSS in the Central Office location.**

**Open To: State Employees currently on the exam list or working within the title**

**Position: Administrative Assistant**

**Position No.: 108999**

**Bargaining Unit: Administrative Clerical (NP-3)**

**Hours: Monday through Friday, 40 Hours Per Week**

**Salary Range: \$52,364 - \$67,762 Annually (CL-19)**

**Location: 55 Farmington Avenue, Hartford, CT 06105**

**Duties and Responsibilities:**

The Field Operations division located in the Department of Social Services' Central Office is currently seeking to fill one (1) Administrative Assistant position in this fast-paced area. This position is responsible for coordinating a full range of office support activities as well as managing multiple Department of Social Services office locations. This position reports to the Director of Field Operations. This position will also support additional Program Managers to coordinate goals and objectives and will work independently to assess situations as well as interact with varying internal and external entities. Successful candidates should possess excellent written and interpersonal skill sets; knowledge of office systems, research skills, and have the ability to track work assignments from various managers and work locations.

Preferred candidates will be highly organized and possess a positive phone disposition.

**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; 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 director).

**EXPERIENCE AND TRAINING:**

**General Experience:**

Four (4) years' experience above the routine clerk level in office support or secretarial work.

**Special Experience:**

One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

**Substitutions Allowed:**

College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination of Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION FORMS). **Please be sure to specify the job posting number on all application materials.** State employees must submit their two (2) most recent Performance Appraisals in lieu of references. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory references letters **in duplicate** to:

**Kelly Geary, Principal Human Resources Specialist  
Department of Social Services  
55 Farmington Avenue – 5<sup>th</sup> Floor  
Hartford, CT 06105**

**NOTE: Incomplete or late applications will not be considered. Please note that due to the large volume of applications received, we are unable to field phone inquiries.**

**~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~**

**APPLICATIONS MUST BE POSTMARKED BY THURSDAY, AUGUST 28, 2014**

**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.*