

STATE OF CONNECTICUT
~DEPARTMENT ON AGING~
JOB OPPORTUNITY

SECRETARY 2

Posting Date: October 6, 2014

Closing Date: October 14, 2014

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

The Department of Social Services, Division of Health Services, Dental Unit is presently recruiting to fill a **Secretary 2** position located in Central Office in Hartford, CT. **Applications will be accepted from candidates who have taken and passed the current examination for Secretary 2 exam number 912010 and from state employees who have attained permanent status as a Secretary 2.**

Open To: CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER

Position: Secretary 2

Position Number 103092

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

Hours: Monday – Friday, 40 Hours Per Week

Location: 55 Farmington Avenue, Hartford, CT 06105

Salary Range: \$45,360.00 - \$59,316.00 Annually - (Salary Grade CL16)

DUTIES & RESPONSIBILITIES: The Secretary 2 independently handles high level, complex tasks in providing office administration and secretarial support for the Combined Dental and Non Emergency Medical Transportation Unit and on as-needed basis to the Medical Operations Unit. This position requires an advanced level of responsibility, problem solving and interpersonal skills. The Secretary 2 shall be self-directed and knowledgeable about the Division of Health Services programs. More specifically, the major duties of this position include, but are not limited to:

1. **Typing:** Takes minutes and types minutes from meetings; transposes documents into Word format or Excel; formats documents.
2. **Filing:** Maintains entire hard copy and electronic filing systems for Unit.
3. **Correspondence:** Composes letters, memos or emails.
4. **Reports and database responsibilities:**
 - a. Researches and compiles information from a variety of sources and prepares statistical and/or narrative reports.
 - b. Maintains Project Management documentation tracking.

5. Interpersonal contacts:

- a. Answers consumer and professional phone line, providing helpful assistance to callers.
- b. Answers the Medical Operations phone lines, as needed, as back-up.

6. Filing, processing, etc.

- a. **Processing:** Screens letters, memos, e-mails, reports and other materials to determine action required, making recommendations as appropriate.
- b. **Scanning:** Scans and electronically files documents as necessary to maintain a paperless system.
- c. **Mail:** Picks up, date stamps and distributes all mail daily.
- d. **Timesheets:** Enters timesheets for all staff and maintains file for time off requests.

7. Personal Secretary:

- a. Arranges and coordinates meetings and conference calls.
- b. Makes staff travel arrangements, processes Travel Authorizations, and coordinates usage and maintenance for state vehicles.
- c. Assembles and coordinates meeting materials (e.g., charts, reports, etc.).
- d. Maintains reporting due dates calendar and reminds staff of approaching deadlines.
- e. Fills out and tracks purchase requisitions.

8. Office Management:

- a. Manages budget and expenditure spreadsheets in Excel for several accounts.
- b. Develops office and/or department procedural manuals.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: 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 policy and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor); ability to type at a net speed of 50 wpm.

EXPERIENCE & TRAINING: General Experience: Two (2) years of experience above the routine clerk level in office support or secretarial work.

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 to a maximum of two (2) years.

Note: Priority consideration will be given as required to mandatory candidates on current Reemployment/SEBAC Lists. Applications will be accepted from candidates who have taken and passed the current examination for Secretary 2 exam number 912010 and from state employees who have attained permanent status as a Secretary 2.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or 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 Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) **in duplicate** to:

**Maria L. Taylor, Principal Human Resources Specialist
Department of Social Services
55 Farmington Avenue, 5th Floor
Hartford, CT 06105**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Due to the large volume of applications received, we are unable to field phone inquiries.

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

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

APPLICATIONS MUST BE POSTMARKED BY TUESDAY, OCTOBER 14, 2014

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.