

STATE OF CONNECTICUT  
~DEPARTMENT ON AGING~  
JOB OPPORTUNITY

**SECRETARY 2**

**Posting Date: August 28, 2014**

**Closing Date: September 4, 2014**

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

The Department on Aging 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: Public and State Employees meeting the requisite exam/status.**

**Position: Secretary 2**

**Position Number 109043**

**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 of the State Department on Aging (SDA) independently handles high level, complex tasks in providing office administration and secretarial support for the entire State Unit on Aging section of the SDA. This position requires an advanced level of responsibility, problem solving, and interpersonal skills. The Secretary 2 shall be self-directed and knowledgeable about SDA programs, including several major ones such as the elderly nutrition program. More specifically, the major duties of this position include, but are not limited to:

1. **Typing:** Takes minutes and types minutes from meetings.
2. **Filing:** Maintains entire hard copy and electronic filing system for SDA.
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, for example, for the SDA State Plan and federal grants.
  - b. Manages SDA databases, including the grantee database and the Long Term Care Partnership database and recommends improvements and changes to procedures.

**5. Interpersonal contacts:**

- a. Answers SDA consumer and professional phone line, providing helpful assistance to callers and visitors in making referrals to other agencies, or to aging-related websites, on questions and concerns relevant to aging issues or programs.
- b. Answers the Commissioner's phone lines and Ombudsman's 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 for SDA 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.

**8. Office Management:**

- a. Purchases items for various grant programs and keeps a budget of those items for the SDA.
- b. Manages budget and expenditure spreadsheets in Excel for several accounts.
- c. Develops office and/or department procedural manuals.
- d. Maintains SDA monthly phone duty roster.
- e. Responsible for reporting physical plant issues to building management.

**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](http://www.das.state.ct.us/exam/default.asp#APPLICATION FORMS). 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:

**Maria L. Taylor, Principal Human Resources Specialist  
Department of Social Services (Aging)  
55 Farmington Avenue, 5<sup>th</sup> Floor  
Hartford, CT 06105**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

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

**APPLICATIONS MUST BE POSTMARKED BY THURSDAY, SEPTEMBER 4, 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.*