

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
SECRETARY 2

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

Open To: Lateral transfers and candidates on a current examination list

Location: Meriden

Job Posting No: 5720

Salary: \$45,360 - 59,316 (New hires to state employment start at the minimum salary range)

Closing Date: **Wednesday, August 13, 2014**
(Incomplete or late application packages will not be considered)

NOTE: This vacancy is in a highly confidential environment.

This class is accountable for independently performing a full range of secretarial support functions requiring an understanding of organizational policies and procedures.

Eligibility Requirement: Candidates must have applied for and passed the SECRETARY 2 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the SECRETARY 2 or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

The primary responsibilities of this position include, but are not limited to the following: Generating and tracking reports using the Excel program extensively to reconcile with biweekly, monthly, and quarterly reporting to BCI, HIDTA, and DESPP Fiscal Offices, answer and screen incoming calls, maintain inventory of supplies for SNTF Administration, support special projects, coordinate meetings, take minutes and correspond with members of the Drug Overdose Working Group.

Preferred Knowledge and Experience:

- Microsoft and Excel
- Demonstrated Communication Skills

Knowledge, Skills and Abilities:

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 policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, [CT-HR/12](#) (State Application) & [CT-HR/13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Wednesday, August 13, 2014, close of business to:**

The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Lucy Manente, Human Resources Specialist
Fax: (860) 685 – 8356

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer