

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
Secretary 1

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

Open To: Candidates on a current examination list.
Location: New Haven Area Office - One Long Wharf Drive
Job Posting No: DK45430NH
Hours: First shift - 40 hours weekly
Salary: \$39,061. - \$51,255. (annually)
Closing Date: 12/21/2012

The Department of Children and Families is currently recruiting for a Secretary 1 for our New Haven Area Office. This position is full-time (40.0 hours, M-F). This position is accountable for performing a full range of secretarial Support functions. For complete job description, please click the class code to the right.

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 for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Two (2) years' 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.

Application Instructions: Interested applicants must submit the CT-HR-12 (State Employment Application), resume, letter of intent, and (3) letters of professional reference from current or previous supervisors to the address below. State employees must submit (2) most recent performance appraisals for references. When applying you must include the posting ID #DK45430NH. The filling of this position shall be in accordance with established reemployment, SEBAC and/or transfer employment obligations. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

DEPARTMENT OF CHILDREN AND FAMILIES
ONE LONG WHARF DRIVE
NEW HAVEN, CT 06511
Lisa Womble
HUMAN RESOURCES 3RD FLOOR

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.