

**DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY**

**SECRETARY 1 (DURATIONAL)
CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS)**

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

Open To: Candidates on current exam list

Location: 101 East River Drive, East Hartford, CT

Job Posting No. 104341

Hours: 40 Hour Work Week

Annual Salary: \$39,061 - (CL-14)

Closing Date: April 4, 2013

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 a lateral transfer.

The Department of Administrative Services is seeking a results-oriented team player with good leadership, communication and interpersonal skills for a (durational) Secretary 1 position with an end date of June 30, 2014. The position is assigned to the Bureau of Enterprise Systems and Technology/CJIS Division in East Hartford.

The position requirements are as follows:

- planning, organizing and coordinating a full range of office support activities to relieve the Executive Director of administrative details by acting as the liaison through the interaction with CJIS staff, the public and other state and local executives;
- establishing and maintaining office procedures, developing and/or making recommendations on the development of office policies and standards;
- compiling and coordinating data/information for action by the Executive Director – including researching and preparing purchase requisitions for signature;
- typing a wide variety of routine and non-routine correspondence, notes, memorandums, drafts, charts and forms following proper format;
- preparing letters and reports and advising Executive Director of appropriate action taken or needed on routine matters;
- proofreading and editing statutory monthly, quarterly and bi-annual reports;
- reviewing and receiving all incoming items purchased;
- requesting, receiving and reviewing criminal background checks for new hires, etc.;
- taking and transcribing confidential correspondence directly from Executive Director and at meetings;

- scheduling appointments for the Executive Director and arranging regular recurring meetings and quarterly CJIS Governing Board meetings involving complex coordination of resources and schedules;
- acting as the receptionist;
- maintaining and checking records and files;
- maintaining hardware/software inventory;
- performing special assignments, studies and routine administrative functions as specifically directed by the Executive Director – including acting as the liaison with OPM and DAS staff;
- following up with vendors to resolve shipping and/or billing discrepancies, obtaining quotes, etc.;
- screening incoming correspondence, referring to appropriate staff and following up to ensure a timely response;
- determining priorities, planning, scheduling, assigning, overseeing and reviewing work of assigned staff; transmitting to and/or requesting information from CJIS staff on behalf of Executive Director;
- performing related duties as required.

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.

Special Experience:

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience.

NOTE:

Unclassified Appointments: Candidates appointed to Unclassified positions within the Connecticut Marketing Authority must meet the above Experience and Training Requirements. These appointments will be made in accordance with Section 22-63a. of the Connecticut General Statues.

Substitution Allowed:

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
ATTENTION: LORRAINE VITNER
101 EAST RIVER DRIVE
EAST HARTFORD, CT 06108
Fax# (860) 622-2617
lorraine.vitner@ct.gov**

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.