

DEPARTMENT OF AGRICULTURE

Secretary 1

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

Open To: **Current Exam list candidates or lateral transfer**
Location: 165 Capitol Avenue, Hartford, CT
Job Posting No: 108571
Hours: Monday through Friday, 40 hours (full time)
Salary: CL14/Step 1 Bi-weekly: \$1,587.74 (*minimum*)
Closing Date: **July 17, 2014 by 4pm – no exceptions**

EXAMPLES OF DUTIES: Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1. **TYPING:** Using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.
3. **CORRESPONDENCE:** Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature.
4. **REPORT WRITING:** Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month).
5. **INTERPERSONAL:** Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g. appropriate referrals, general purpose of the unit).
6. **PROCESSING:** Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription prepares expense accounts; makes travel arrangements.
8. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; performs related duties as required.

The official job specification may be viewed at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4850>

The salary plan is available at: <http://www.das.state.ct.gov/HRDocs/CompPlans/CL%202014%2007%2001.pdf>

The preferred candidate will have Demonstrated experience and ability in the following areas:

Organization and planning

Time Management Skills and prioritizing work load

Computer efficiently and keyboarding skills utilizing Microsoft Word, Excel, Power Point, Office, and researching via Internet

Filing: setup, maintain, and navigate office and computer files

Math, Accounting and contracting skills

Communication: speak concisely and convey thoughts clearly

Office management systems and administrative procedures

Purchase Service Agreements, Memo's of Understanding, Reimbursements, Grants and Contracts, Accounts Payable, Purchase Requisitions, and Bids

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the preferred skills should submit **a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (Form CT-HR-12** at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

**Deborah Craig, Human Resources Specialist
Department of Administrative Services/SMART Unit
165 Capitol Ave, 5th Floor East
Hartford, CT 06106**

Confidential Fax: (860) 622-4921

OR

Email to DAS.HR.SMART@ct.gov, MUST include Sec1, 108571 (last name) in subject line

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

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.