

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY
SECRETARY 2

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

Open To: **Candidates on a current examination list/**

Location: River Valley Services, Dutton Home, Quality Improvement, Middletown, CT

Job Posting No: RV-75883

Hours: Monday through Friday / 8:00 a.m. to 4:30 p.m. / 40 hours weekly

Salary: \$42,755.00 Annually

Closing Date: May 23, 2012

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 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.**

Duties may include but not limited to: Supporting Quality Improvement activities consisting of producing quality audit notifications, data entry and completion of graphs/charts; processing incident reports, data entry and development of reports; compiling information on PI data measures and organizing results in a quarterly report; processing and distribution of weekly productivity reports; distribution of survey materials, data entry and completion of reports for surveys; support for ongoing Joint Commission accreditation activities; taking and distributing minutes; supporting development and distribution of weekly newsletter; providing support for staff and tracking completion of training in LMS; processing and tracking requests for AVATAR access; supporting billing activities through data entry and completion of charts/graphs; managing materials and order supplies for QI Department; managing meeting schedules for QI Department; and other related duties as assigned.

General Experience: Three (3) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

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

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

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

Doreen Clemson, Human Resource Associate
Connecticut Valley Hospital – Human Resources Division
PO BOX 351 – Silver Street – Page Hall
Middletown, CT 06457
Fax: (860) 262-5055
E-Mail: Doreen.Clemson@po.state.ct.us

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.