

DEPARTMENT OF DEVELOPMENTAL SERVICES - CENTRAL OFFICE
CONNECTICUT COUNCIL ON DEVELOPMENTAL DISABILITIES
JOB OPPORTUNITY
SECRETARY 1

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

Open To: Candidates on current exam list and lateral transfers

Location: 460 Capitol Ave., Hartford

Job Posting No: 110309

Hours: Part-time - 30 hours/week – Monday - Friday (9am-3:30pm)
(periodic schedule adjustments may be required)

Salary: \$19.85 * – \$26.05 per hour *employees new to state service start at bottom of range

Closing Date: November 24, 2014

This is a 100% federally funded position under the Developmental Disabilities Act and will be working for the CT Council on Developmental Disabilities. Further information about the Council can be found at www.ct.gov/ctcdd.

Eligibility Requirement:

Candidates must have passed the **SECRETARY 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the 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.**

Examples of Duties:

Serves as the personal secretary to the Director of Council on Developmental Disabilities. Answer calls for Council Director, respond to general phone inquiries from the public and from Council members, and direct calls as needed; Coordinate calendar of Director, submit travel authorizations and other documents for Director. Typing correspondence, reports, meeting minutes, and council publications; Set up filing systems as needed for Council documents and maintain filing system; Archive documents according to regulations; maintain Council handbook; Compose correspondence regarding Council business, including MOU's and contracts; compile information required for federal reporting and for the development of the Council five year plan; process purchase orders and invoices; monitor report due dates and submissions for grants and grantees; Assist in planning special Council events and meetings; maintain Council records on membership. Perform related duties as required.

Preferred Skills & Experience:

- Advanced computer skills in Microsoft Word, Microsoft Excel, and Access
- Experience creating mail merges, charts, tables, spreadsheets, and linking databases
- Strong organizational and time management skills
- Ability to multi-task
- Strong problem solving skills
- Strong written, oral, and interpersonal communication skills
- Ability to function well independently and as part of a team
- Experience working and interacting with individuals with disabilities

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

Application Procedure for All Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Selestian Patterson
Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6129 Fax: 860-920-3045

Application materials can be mailed, faxed, or emailed.

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.