

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY
SECRETARY 1

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

Open To: Candidates on current exam lists

Location: Connecticut Valley Hospital/Administration and Support Services/Plant Operations

Job Posting No: CV-24409

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

Salary: \$39,061.00 Annually

Closing Date: August 20, 2012

The Secretary 1 would be responsible for 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; Designs office filing systems; organizes and maintains files; maintains, updates and reviews reference materials and manuals; Composes routine letters/memoranda, etc. for supervisor's signature; Compiles information from standard sources and prepares data reports; Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc.; Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail; Arranges and coordinates meetings; writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription prepares expense accounts; makes travel arrangements; Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing ; maintains time and attendance records; performs related duties as required.

Eligibility Requirements:

1. **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 BY August 20, 2012.**
2. State employees currently holding the above title or State employees who have previously attained permanent status may apply for lateral transfer.
3. 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: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Job Posting Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

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.

PLEASE SEND APPLICATIONS TO:
Deb Robinson, Human Resource Associate
Connecticut Valley Hospital
P. O. Box 351, Middletown, CT 06457
Fax : (860) 262-5055 Phone : (860) 262-5819
Email : Deborah.A.Robinson@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. NP-3