OFFICE OF THE ATTORNEY GENERAL
JOB OPPORTUNITY
SECRETARY 1

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

Open To: Candidates on a current examination list or lateral transfer.

Location: Office of the Attorney General, 55 Elm Street, Hartford, CT 06106

Job Posting No: 00004565

Hours: 40 hours/week; 8:00 a.m. - 5:00 p.m.

Salary: Minimum $42,684 annually

Closing Date: July 28, 2017

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 lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Description of Duties: The incumbent will be responsible for performing a variety of secretarial duties which include providing general information in response to telephone inquiries; greeting and directing visitors; providing advice to callers regarding policy and procedure; composing complex letters and/or memoranda for own or supervisor's signature; formatting and typing a full range of correspondence, reports, legal documents, etc. on a personal computer; proofreading for content and accuracy; designing, organizing, and maintaining files, including confidential files; maintaining, updating, and reviewing reference materials; compiling information from standard sources and preparing narrative and/or statistical reports, exercising judgment in the selection of material to include; reviewing, routing, and prioritizing mail; arranging and coordinating meetings; researching, assembling, and coordinating meeting materials; writing minutes at meetings; preparing expense accounts; making travel arrangements; maintaining inventory of supplies and equipment; ordering supplies when necessary; processing and maintaining paperwork for purchasing; assisting in the preparation and monitoring of the office budget; maintaining time and attendance records; designing and initiating new forms and procedures to facilitate workflow; and performing related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedure; 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.

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 (½) year of experience.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an Application for Employment CT-HR-12, and three letters of reference. Current State employees must also provide a copy of the last two performance appraisals. Please include the Job Posting Number above, and send all required information postmarked (or electronically received) by the closing date to:

Office of the Attorney General
55 Elm Street – 7th Floor
Hartford, CT 06106
Attn: Susan L. Cavanaugh, Director of Human Resources
FAX: (860) 808-5375
EMAIL: susan.cavanaugh@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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Susan Cavanaugh at (860) 808-5323 or susan.cavanaugh@ct.gov.