

Department of Rehabilitation Services  
Job Opportunity  
Secretary 1 (Confidential)

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

**Open To:** Candidates on the current examination list or lateral transfer

**Unit:** Human Resources

**Location:** 25 Sigourney Street

**Job Posting No:** 102741

**Hours:** Full Time, 40 hours per week

**Salary:** CR 14, \$39,061.00 - 51,255.00

**Posting Date:** March 6, 2013 - March 12, 2013  
(Applications postmarked on or before this date will be considered)

**Eligibility Requirement;** Candidates must have applied for, passed the current exam, and be on the 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.**

**Position Responsibilities:** This position is a confidential Secretary 1 position. The selected candidate will be working in a fairly small Human Resources (HR)/Payroll/Affirmative Action Division. The selected candidate must have exceptional attendance and be willing to perform in a team environment. The candidate would be responsible for supporting the daily functions of HR, Affirmative Action and Payroll by generating CORE reports, entering timesheets; generating letters; filing confidential materials and assisting in researching information for labor relations. The successful candidate should have the ability to multi-task; answer phones, provide general information regarding FMLA, Workers Compensation, recruitment and benefits; Coordinate union business leave all while providing support to the daily functions of HR and Payroll. Knowledge of WORD, EXCEL, CORE CT and customer service experience is a plus. Experience working in the HR, Payroll and/or Affirmative Action field is helpful.

**EXAMPLES OF DUTIES:**

**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.

**FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.

**CORRESPONDENCE:** Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature.

**REPORT WRITING:** Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month).

**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).

**PROCESSING:** Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail. Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter;

**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.

**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of office systems and procedures; 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).

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12) along with a cover letter. Current state employees should include their two (2) most recent service ratings. Due to the anticipated number of applications received, we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. No fax copies will be accepted. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:**

**Sabrina Betts, Human Resources Specialist  
Department of Rehabilitation Services  
25 Sigourney Street – 11<sup>th</sup> Floor  
Hartford, CT 06106**

**APPLICATIONS MUST BE POSTMARKED on or before March 12, 2013,  
CLOSE OF BUSINESS**

The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).

**The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**