

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY

SECRETARY 1 - #OC101906

YOUNG ADULT SERVICES

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

Open To: Candidates on current exam list
Location: Connecticut Valley Hospital, Middletown, CT 06457
Job Posting No: OC101906
Hours: 8:00 am to 4:30 pm, Monday – Friday, Full time, 40 hours per week
Salary: \$39,061.00
Posting Date: July 12, 2012 **Closing Date:** July 18, 2012

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.**

Duties include: Performs a range of secretarial functions to support the Young Adult Services unit including taking notes and/or transcribing minutes accurately; Compose letters/memorandums and other documents; performs data entry functions and accesses information from the DMHAS data base; organize process billing information; organize and maintain files, manages office supplies; schedule meetings; answer phones in a professional manner; organize offices and performs other related duties as required.

Knowledge, Skills and Abilities: Must be familiar with Microsoft ACCESS, Excel, and other reporting formats;

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 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).

PLEASE SEND APPLICATION TO:

DMHAS/Office of the Commissioner

Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
Fax: (860) 418-6977
Edra.Knight@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.