

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
SECRETARY 1 (PART-TIME) CONFIDENTIAL
NO BENEFITS

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

Open To: **Lateral Transfers and Candidates on a current examination list**

Location: Labor Relations, Middletown

Job Posting No: 105299

Weekly Hours: 19.50 (No Benefits)

Schedule: 9:00 a.m. – 2:00 p.m. (Monday - Wednesday)
9:00 a.m. – 1:30 p.m. (Thursday)
Some flexibility may be available

Hourly Rate: \$19.27 – (Starting hourly pay for new hires)

Closing Date: **Monday, September 16, 2013**

This position is confidential and will be responsible for carrying out the flow and completion of secretarial support functions.

Duties: maintains calendars; schedules appointments; makes meeting arrangements; schedules prep meetings with witnesses for grievances/arbitrations; prepares agendas for meetings; takes meeting minutes; transcribes investigative interviews; makes travel arrangements; researches information; assembles reports; enters information into a database that tracks all discipline, grievances and FOIA requests; maintains database for tracking bargaining unit and Union Business Leaves; prepare accurate copies of records and yearly inventory report for the unit; coordinates documents required for CALEA recertification; manages filing system including archival of sensitive documents; performs other related duties as required.

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. State employees currently holding the Secretary 1 or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Monday, September 16, 2013, close of business** to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356

***Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer