

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
SECRETARY 2

[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: Meriden

Job Posting No: 5720

Salary: \$45,360 - \$59,316

Closing Date: Tuesday, November 18, 2014
(Incomplete or late application packages will not be considered)

NOTE: Interested applicants who provided a complete application package for this position in August 2014, will not need to reapply. If you are still interested, contact can be made by calling our Human Resources office at (860) 685-8200.

Eligibility Requirement: Candidates must have applied for and passed the SECRETARY 2 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding this title 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.

The primary responsibilities of this position include, but are not limited to the following: this position is critical to the proper and effective functioning of this Division. The occupant of this position service as the main point of contact for the agency to all of our Law Enforcement Agency clients, handles all agency mail, and acts as primary telephone contact answering incoming calls and directing them to the appropriate staff member. This person also handles all of the business of the Police Officer Standards and Training Council including scheduling Council meetings and sub-committee meetings, handling and distributing Council correspondence, taking minutes, performing transcriptions and preparing confidential reports including the reports of de-certification hearings. This person takes care of all agency correspondence, both incoming and outgoing including the preparation of Council General Notices to all law enforcement agencies and Chiefs of Police.

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 cover letter, resume, [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 **Tuesday, November 18, 2014, close of business** to:

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

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