

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: CT Fire Academy, Windsor Locks

Job Posting No: 6787

Salary: \$42,755.00 - \$55,910.00

Closing Date: Friday, July 5, 2013

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 the above 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.

Duties: Provides secretarial services for the Director of Training and Director of Certification; plan and coordinate a full range of activities; organize and attend monthly Commission meetings. Prepare meeting agenda, meeting minutes, coordinate staff reports, monitor action item status and other related documents. Conduct policy related research and perform special assignments; compile and organize information for publication of the division's annual report; coordinate with DESPP Communication Office to prepare and disseminate press releases to the news media; serve as liaison for the division in communicating technical issues; serve as website Content Management personnel; serve on committee for Annual State Firefighters Memorial Services and SCFA Memorial Brick Orders, and performs related duties.

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

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 ***Friday, July 5, 2013, close of business** to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Terry Vasile, Human Resources Specialist
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.