

JOB POSTING

**DMHAS - Connecticut Mental Health Center
Secretary 2 – CM 26583**

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 34 Park Street, New Haven, CT 06519
Program/Unit: Law & Psychiatry
Shift/Schedule/Hours: 1st Shift / Monday – Friday / 8:30 AM to 5:00 PM / 40 Hours Weekly.
Salary: \$42,755.00
Posting Date: May 29, 2013 **Closing Date:** June 4, 2013

Duties may include but not limited to: Schedules competency to stand trial evaluations, manages team assignments, oversees editing and preparation of approximately 200 evaluations under court order. Reconciles monthly statements for the Law and Psychiatry Special use Account and assists in the management of billing and deposits for the account. Notifies Director of L&P and Director of NHOCE of any discrepancies. Assists in training and orientation of clinical staff, medical students, and consultants under the direction of the Director of NHOCE. Performs duties related to the office management as required. Develops and prepares documentation to be included and updated in yearly training manuals for L&P staff. Researches, assembles and analyzes information from a variety of sources for inclusion in the manual. Accountable for independently providing both office administration and secretarial support for the New Haven Office of Court Evaluations, the Law & Psychiatry Division, and the Risk Manager of CMHC. Makes Recommendations to the Director of Court Evaluations related to administrative functioning of the NHOCE, and troubleshoots as requested. Acts for and makes identified decisions in the Director's absence in order to resolve problems in scheduling of cases and contact with the courts, legal community, correctional facilities, and State hospitals. Schedules peer review representatives for critical incident reviews. Maintains a log of all critical incident review meetings, and assists in preparation of reporting requirements for all CMHC critical incidents. Oversees administrative functions of CMHC Ethics Committee, scheduling, minutes, etc. Chaired by Risk Manager and DMHAS Medical Director. Answers telephones for New Haven Office of Court Evaluations and the Law and Psychiatry Division referring calls to the appropriate staff. Receives and distributes daily mail as well as providing a variety of correspondence involving a high degree of complexity for leadership staff within Law & Psychiatry and CMHC as well as the State wide court system.

Special Requirements: Must possess and retain a current motor vehicle operator's license. Travel required.

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 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.**

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must 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).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:
DMHAS – Connecticut Mental Health Center
ATTN: Robert Paolitto, Human Resource Specialist, Fax: (203) 974-7637
34 Park Street, New Haven, CT 06519
Email : Robert.Paolitto@po.state.ct.us

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities persons with disabilities and in recovery are encouraged to apply. **(NP-3)**