State of Connecticut
JOB POSTING

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY

SECRETARY 2 - #OC23600

FORENSICS DIVISION

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

Open To: State Employees who are on the current exam list for Secretary 2

Location: Office of Forensic Evaluation, 97 Middle Street, Bridgeport, CT

Job Posting No: OC23600

Hours: 8:00 am to 4:30 pm, Monday – Friday, Full time, 40 hours per week

Salary Range: $44,038.00 - $57,588.00

Posting Date: October 8, 2013 **Closing Date**: October 21, 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 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: The Office of Forensic Evaluations conducts court ordered evaluations pursuant to CGS§54-56d, 17a-566, 17a-586 and 17a-694. These evaluations are time sensitive per statutorily imposed time constraints. This position is the sole clerical support position in the Bridgeport Office of Forensic Evaluations. Responsible for the oversight of all court ordered cases, including entering data into databases, organizing and distributing charts to office staff, communicating with the courts and other DMHAS, state and non-state systems regarding the status of the evaluations, by telephone, email or via letter by mail or by fax; receives and appropriately handles or refers incoming calls to the appropriate staff person; ensure that all necessary information is received from the court and is responsible to obtain any missing information; regularly enter information into two databases, ACCESS and the current DMHAS data system; search criminal justice and department of corrections databases; proofread, edit, format, print and make copies of reports and to ensure timely delivery of reports to court; may also provide transcription services to clinical staff; is also responsible for the writing and sending of all continuance, appointment, transfer and other related letters to the court, attorney's and other DMHAS, state and non-state systems, as well as faxing or sending documents to other agencies following court proceedings ; will be the point person for contact with the courts, attorney's, defendants and various treatment facilities (e.g.- Whiting/CVH, LMHA's, substance use treatment facilities) ; identifies needs for interpretive or other special services for all defendants for whom court orders are received and makes appropriate arrangements; general office management, such as supply ordering, and gathers timesheets for all clinical staff in the office biweekly ; receives and distributes incoming mail and faxes.

Knowledge, Skills and Abilities:
Considerable knowledge of proper grammar, punctuation and spelling; ability to operate office equipment; knowledge of Microsoft Office.

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) 418-6697
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.

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