

**DEPARTMENT OF TRANSPORTATION
Secretary 2
Bureau of Engineering and Construction
DISTRICT 4, THOMASTON**

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

Open To: Candidates on Exam List for Secretary 2
Location: 359 South Main Street, Thomaston, CT
Job Posting No: 110192
Hours: 40 hours per week
Salary: CL -16: annual \$45,360.00 to \$59,316.00
Closing Date: April 22, 2015

The Connecticut Department of Transportation has a Secretary 2 job opportunity available in the Bureau of Engineering and Construction, Office of Construction's District 4 Office in Thomaston.

Eligibility Requirement: Candidates must have applied for and passed the Secretary 2 examination 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.

The selected candidate will independently perform a full range of secretarial support functions. Duties include formatting and typing a full range of construction correspondence and reports; performing data entry and designing spreadsheets using Access and Excel; researching and compiling information from a variety of sources to prepare complex reports (using judgment in the selection of items to be included); designing office filing systems and maintaining files (including confidential and electronic files); composing complex letters and/or memoranda, etc.; proofreading and editing correspondence from field and/or consultant staff; greeting and directing visitors; answering phones and screening incoming calls, directing callers and/or providing advice to callers regarding Department and construction policy and procedures; coordinating with others both within and outside of the organization on a variety of construction matters; reviewing letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor; arranging and coordinating meetings (including space and equipment); assembling and coordinating meeting materials, including attending frequent preconstruction meetings to take meeting minutes and prepare final minutes; preparing expense reports and making travel arrangements; maintaining inventory of supplies and ordering supplies; using CORE-CT to complete, process and maintain purchasing paperwork (Epros, purchase orders, etc.); maintaining training and project reports; designing and initiating new forms and procedures to facilitate workflow; and scanning and emailing a variety of construction documents, including distribution of documents with critical schedules. This position requires the ability to work independently in planning, coordinating and executing the full range of office support activities described herein.

Knowledge, Skills, and Abilities: Considerable knowledge of Microsoft Office computer programs (Word, Access, Excel, Outlook, etc.); considerable knowledge of office systems and procedures; considerable knowledge of Department policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; ability to take notes (shorthand, speedwriting or other acceptable method); knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow, ability to operate any standard office equipment which includes personal computers and other electronic equipment.

Preferred Experience: Experience in support functions for a construction office. Experience working with the public, routing and resolving complaints. Experience with extensive preparation of technical correspondence and reports.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered.

Application Instructions: Submit a cover letter which states your interest and suitability for the position (whether you are on a current Secretary 2 exam list or hold the title). Also include an application (State of CT form CT-HR-12) and resume by April 22, 2015 to:

**Ms. Bonnie Murone
Bureau of Engineering and Construction
Department of Transportation, District 4
359 South Main Street
Thomaston, CT 06787**

State employees must include their last two service ratings.

Interviews will be limited to candidates whose experience and training most closely meet the requirements of this position. Applicants may refer to the DAS website at <http://das.ct.gov/HR/JosspecNew/JobSearch.asp> to view the job specification.

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.