

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
SECRETARY 1
Bureau of Finance & Administration

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

Open To: Candidates on a current examination list.
Location: Headquarters in Newington, CT
Job Posting No: 30399
Hours: 8:00 am to 4:30 pm
Salary: CL 14: annual \$41,440.00 to \$54,377.00
Closing Date: July 31, 2014

Eligibility Requirement: Candidates must have applied for and passed the Secretary 1 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.

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitutions Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Special Requirements: Experience in developing and working with excel spreadsheets, and CORE experience preferred.

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. The candidate pool resulting from these interviews may be used to fill future Secretary 1 position in the Bureau of Public Transportation within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an Application for Employment, and State employees must submit copies of their last two service ratings by July 31, 2014 to:

Deborah Knapp
Bureau of Public Transportation
Connecticut Department of Transportation
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-2848
Email: Deborah.knapp@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.