

**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY  
Secretary 1**

Office of the Commissioner  
Equal Opportunity & Diversity Unit

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

**Open To:** Candidates on a current examination list and lateral transfer  
**Location:** Headquarters in Newington, CT  
**Job Posting No:** 31693  
**Hours:** 8:00 am to 4:30 pm  
**Salary:** CL 14 - \$39,061.00 to \$51,255.00 annual  
**Closing Date:** July 15, 2013

**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 positions in the Office of Equal Opportunity & Diversity unit within twelve months.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment by July 15, 2013 to:

**Connecticut Department of Transportation  
P.O. Box 317546  
Newington, CT 06131-7546  
Ada Alvarez  
Affirmative Action Office  
Fax: 860-594-3060  
Email: [Ada.alvarez@ct.gov](mailto:Ada.alvarez@ct.gov)**

**State employees must include copies of their last two (2) service ratings.**

**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.