

## ADMINISTRATIVE ASSISTANT

STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES WEST REGION  
Rowland Government Center

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

**POSTING DATE:** November 11, 2011      **CLOSING DATE:** November 21, 2011  
**OPEN TO:** State Employees      **POSITION:** Administrative Assistant  
**POSITION #:** 099871      **LOCATION:** Rowland Government Center - Waterbury  
**SALARY:** \$1,891.08/bi-weekly      **HOURS PER PAY PERIOD:** Full Time – 80 hours/bi-weekly  
**SCHEDULE:** 1<sup>st</sup> Shift – Monday – Friday; 8:00 a.m. – 4:30 p.m.; RDO's Saturday, Sunday

**ELIGIBILITY REQUIREMENTS:** This is a competitive position. Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

**DESCRIPTION OF DUTIES:** Duties consistent with the Administrative Assistant job classification. Provide high level administrative and clerical support to Human Resources Manager and Human Resources Specialists for the West Region HR Department. Schedule meetings, compose complex letters, process various requests. Research and assemble information from a variety of sources and prepares statistical and/or narrative reports; assembles and coordinates materials for grievance hearings; prepares purchase requisitions and order supplies; monitor professional licenses to maintain compliance with ICF/MR guidelines.

### EXPERIENCE AND TRAINING

**General Experience:** Four (4) years' experience above the routine clerk level in office support or secretarial work.

**Special Experience:** One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

**Special Requirement:** Advanced computer skills in Microsoft Word, Microsoft Excel. Experience creating charts, tables, spreadsheets, and linking databases is desired. Strong organizational, problem solving, and interpersonal communication skills. Knowledge of CORE-CT

**TO APPLY:** Please send a resume and **CT-HR-12** including the position number and provide a copy of your most recent performance appraisal or two letters of reference **by 11:59 pm on the closing date indicated above**. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**Send Applications to:**

Department of Developmental Services - West Region  
Rowland Government Center  
55 West Main Street, 4<sup>th</sup> floor  
Waterbury, CT 06702  
Attention: Yolette Tappin  
Fax: 203-574-8857  
E-mail: [Yolette.Tappin@ct.gov](mailto:Yolette.Tappin@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.