

**DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY**

**ADMINISTRATIVE ASSISTANT (CONFIDENTIAL)
OFFICE OF THE CIO**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE
BOTTOM OF THIS PAGE!](#)**

Open To: Candidates on current exam list

Location: 101 East River Drive, East Hartford, CT

Job Posting No. 4348

Hours: 40 Hour Work Week

Salary: \$49,357 (CA19)

Closing Date: March 29, 2013

Eligibility Requirement: 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 for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

The Department of Administrative Services is seeking a results-oriented team player with good leadership, communication and interpersonal skills for an Administrative Assistant position assigned to the Bureau of Enterprise Systems and Technology/Office of the CIO in East Hartford.

The required and desired skills, knowledge and experience for this position are:

- Performs a variety of administrative or executive support tasks that are highly confidential and sensitive.
- Coordinates office management activities for the CIO.
- Researches, compiles, assimilates, and prepares confidential and sensitive documents, and briefs the CIO regarding content.
- Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the CIO and staff.
- Receives and screens incoming calls and visitors, determines which are priority matters, and alerts the CIO accordingly. Makes referrals to appropriate staff or provides requested information.
- Composes letters and memoranda in response to inquiries.
- Acts as liaison between the CIO, subordinates or others, by transmitting directives, instructions and assignments and following up on the status of assignments.
- Produces a variety of documents, charts, and graphs in final form.
- Updates CIO on status of issues before scheduled meetings.
- Prepares agenda and collects materials for meetings, speeches, and conferences; takes minutes and keeps records of proceedings.
- Plans and coordinates arrangements for professional conferences.

- Reviews, proofreads, and edits documents.
- Takes and transcribes dictation on technical and confidential matters from the CIO.
- Coordinates and facilitates the CIO's calendar to arrange appointments, meetings, and conferences.
- Compiles and maintains records, statistical information, and reports.
- Establishes and maintains various filing and records management systems.
- Makes travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records.
- Operates standard office equipment.
- Performs related work as assigned.
- Tracks CIO's direct report vacation request and time approvals.

Knowledge, Skills and Abilities:

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

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.

NOTE:

The Manager and/or Director level designation is reserved for incumbents with full time responsibilities for a major program. Their work is broadly guided by department policies and goals, and they usually report to the highest level administrators within an organization. The Manager and/or Director will have supervisory responsibilities, but the emphasis of the position will be on management activities. These activities can include such things as formulating program goals and objectives, developing and implementing program policies and procedures, developing and maintaining the program budget, identifying and coordinating both internal and external resources, maintaining high level and sensitive contacts with the public, officials, etc. and regularly acting as the representative of the department on sensitive program related activities.

Substitution Allowed:

College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: If you recently applied for position # 4077, your application will be considered for this position. You do not need to reapply.

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
ATTENTION: LORRAINE VITTNER
101 EAST RIVER DRIVE
EAST HARTFORD, CT 06108**

Fax# (860) 622-2617
lorraine.vittner@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.