



JOB OPPORTUNITY
State of Connecticut
Office of the Attorney General
Secretary 1

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

Open To: The Public, State Employees

Location: Office of the Attorney General, 55 Elm Street, Hartford, CT 06106

Job Posting Number: 00004707

Hours: 40/week; 8:00 a.m. – 5:00 p.m.

Salary: Minimum \$40,233 annually

Closing Date: May 28, 2014

The Office of the Attorney General is currently recruiting for a full-time, permanent *Secretary 1* position. Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules, if applicable.

Eligibility Requirement: Candidates must have passed the **Secretary 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the title of Secretary 1 or those who have previously attained permanent status in this class may apply for lateral transfer. Applicants will not have the opportunity to take the examination for this class prior to the closing date to qualify for this particular vacancy.

Description of Duties: The incumbent will be responsible for performing a full range of secretarial duties which include providing general information in response to telephone inquiries; greeting and directing visitors; formatting and typing a full range of correspondence, reports, legal documents, etc. on a personal computer; proofreading for accuracy; designing, organizing, and maintaining files, including confidential files; maintaining, updating, and reviewing reference materials; compiling information from standard sources and preparing reports; reviewing, routing, and prioritizing mail; arranging and coordinating meetings; taking minutes at meetings; preparing expense accounts; making travel arrangements; maintaining inventory of supplies and equipment; ordering supplies when necessary; processing and maintaining paperwork for purchasing; maintaining time and attendance records; performing related duties as required.

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 may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting, or other method acceptable to supervisor).

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, a CT-HR-12 Application for Employment, and three letters of reference. Current State employees must also provide a copy of the last two performance appraisals. Please include the Job Posting Number above, and send all required information to:

Susan L. Cavanaugh, Principal HR Specialist
Office of the Attorney General
55 Elm Street
Hartford, CT 06106

The Office of the Attorney General is an Affirmative Action/Equal Opportunity employer and strongly encourages the applications of women, minorities, and persons with disabilities