

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
SECRETARY 2
LICENSE SERVICES DIVISION

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

Open To: Candidates on a current examination list (see eligibility requirement below).

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 75978

Hours: 40

Salary: CL 16 \$44,038-\$57,588 / annual
NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM

Closing Date: **May 9, 2014**

Position Description: Examples of duties of this position as Secretary 2 in the License Services Division of the Department of Consumer Protection include but are not limited to; Coordinate and process division purchasing; coordinate and record supply levels and deliveries as needed; coordinate and maintain division attendance records; develop and assist with division procedural manuals for use within the division and sister divisions; respond to division inquiries including license history requests, freedom of information, license list request; assist in maintaining division application files and record retention; coordinate background checks and assist in issuance of denial letter or issuance of the license; check division deposit daily for accuracy and prepare deposit and report for Business Office; run division lockbox process and prepare deposit report for Business office; provide reports and rosters to interested parties on behalf of the director; assist in day to day operation of the division when needed; coordinate and process Lemon Law's New Car Warranty semi-annual billing.

Preferred Knowledge, Skills and Abilities: Computer skills, including proficient use of Microsoft Outlook, Word, Excel, and PowerPoint; typing and proofreading ability; knowledge of proper grammar, punctuation and spelling; interpersonal, communication and organizational skills; experience working with PDF and RTF for assisting in application renewal and certificate template administration.

Eligibility Requirement: Candidates must have applied for and passed the Secretary 2 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.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter which states their interest and suitability for the position; a resume; three letters of professional reference from current and / or former supervisors and an Application for Examination or Employment (Form CT-HR-12- available at: http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf) . State employees must include copies of their last three (3) annual performance evaluations (must be current and consecutive) in lieu of references no later than the closing date to:

Linda Shackett-Blue, Human Resources
DAS / SmART-HR
165 Capitol Avenue, 5TH Floor-East
Hartford, CT 06106
Confidential Fax: (860) 622-2968 (preferred method)
Email: linda.shackett-blue@ct.gov

Applications must be received by the closing date above. Incomplete and/or late application packages will not be considered. Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

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.