

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
SECRETARY 1
OCCUPATIONAL AND PROFESSIONAL TRADES DIVISION

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

Open To: Candidates on a current examination list and Lateral Transfers (see eligibility requirement below).
Location: 165 Capitol Avenue, Hartford, CT
Job Posting No: 9430
Hours: 40
Salary: \$39,061 - \$51,255 / annual
NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM
Closing Date: December 28, 2012

Position Description: Examples of duties of this position as Secretary in the Occupational and Professional Trades Division of the Department of Consumer Protection include arranging and coordinating meetings for Boards and Commissions (including space, room and equipment); correspond via telephone and email related to Occupational, Professional, Real Estate and Appraisal areas using guidelines provided by supervisor and information provided on DCP's and Examination Vendor's websites; assemble applications and other correspondence for the agendas; assemble agenda items and prepare draft copies of the minutes and the agenda; take minutes of meetings as assigned by hand or machine transcription for final review by supervisor; process full range of correspondence using Microsoft Word, Excel and the Office Suite; type interdepartmental correspondence; letters and memoranda resulted from Board and Council meetings and as directed by Supervisor or Director; other related duties.

Preferred Knowledge, Skills and Abilities: Knowledge of office systems and procedures; 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).

Eligibility Requirement: Candidates must have applied for and 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 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 and whether they are on a current Secretary 1 exam list or hold the title; a resume; their last two (2) current annual performance evaluations; and an Application for Employment to:

Carolyn Kozak, Human Resources Specialist
DAS / SmART-HR
165 Capitol Avenue, 5TH Floor-East
Hartford, CT 06106
Confidential Fax: (860) 622-4924 (preferred method)
Email: carolyn.kozak@ct.gov

Applications must be received by the closing date above. Exam list candidates must submit a copy of their exam letter. Incomplete 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. Please refrain from contacting us for these purposes.**

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.