



Department of Development Services – West Region
JOB OPPORTUNITY
SECRETARY 1

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

Open To: Public

Job Title: Secretary 1 (80 hrs.)

Location: Self Determination Division - Rowland Government Center, Waterbury

Job Posting No: 090403

Hours: 1st Shift: Monday-Friday 8:00am - 4:30pm; Regular Days Off Saturday, Sunday

Salary: \$1,541.50/bi-weekly

Closing Date: March 17, 2014

Eligibility Requirement: This is a **competitive position**. 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.**

Examples of Duties: Duties consistent with Secretary 1 job specification. This position will report to the Self Determination Division (SD) Director. The position is responsible for supporting the SD Division; arranging and coordinating meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, develops monthly reports from the E-CAMIS data base, clerically coordinates, organizes, and supports consumer files, creates presentation material including professional PowerPoints; prepares expense accounts; makes travel arrangements; maintains inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.). Performs other related duties.

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 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).

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

Substitutions Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Special Requirements: Must be able to utilize and show proficiency in Microsoft Excel, Access, Power Point, and Word. Must have valid CT Driver's license, and be flexible to travel and meet the needs of the Division and individuals served by the Division.

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

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series: Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

**Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Yolette Tappin
Fax: 203-574-8857
Email: 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.