



STATE OF CONNECTICUT



DEPARTMENT OF EDUCATION

OFFICE OF LEGAL AND GOVERNMENTAL AFFAIRS ADMINISTRATIVE ASSISTANT

REANNOUNCED WITH NEW CLOSING DATE

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)

Open To: See Eligibility Requirement

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Salary: \$50,838 - \$65,788

Job Posting # 60307

Closing Date: March 19, 2014

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 are eligible for consideration.

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

GENERAL KNOWLEDGE:

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 may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to manager); ability to type at a net speed of 50 wpm.

EXAMPLE OF DUTIES:

This individual will be responsible for a full range of duties that include: composing complex correspondence using a typewriter, word processor or other automated equipment; designing and maintaining office filing systems; screening letters, memos, reports and other materials to determine appropriate action; arranging and coordinating meetings; acts for manager by interpreting established policies and procedures, etc.; troubleshoots by relieving manager of as much administrative detail as possible; acts for and regularly makes decisions in manager's absence; researching, assembling and coordinating meeting materials; greeting and directing incoming visitors; answering phones and screening calls; routing and prioritizing mail; preparing travel arrangements and reimbursements; assists in interviewing and hiring office support staff; supervise office support staff; maintaining inventory and ordering office supplies; and other related duties as may be required.

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 at the level of Secretary 2 or its equivalent.

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 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.

PREFERRED EXPERIENCE:

- Experience working in a law office or legal department in the public or private sector or a closely related field;
- Experience in a fast-paced, executive level environment with excellent interpersonal, written and oral communication skills;
- Experience in providing high-level administrative support utilizing advanced problem solving;
- Experience interacting with and communicating policies and procedures to external constituents;
- Experience in managing procedural aspects of administrative hearings including setting up hearing files and scheduling hearings;
- Experience in handling and composing documents of a confidential and sensitive nature including complex letters and other correspondence;
- Experience in taking meeting minutes;
- Experience operating office equipment which includes personal computers and other electronic equipment utilizing CORE-CT or a comparable human resources management system, and Microsoft Office applications including MSWord, Excel, Outlook and PowerPoint.

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates must submit the following information by close of business on the closing date in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>
3. Three (3) current professional references
4. Candidates currently employed in state service, please submit your two most recent service ratings with your application materials to:

**State Department of Education
Natalie Wagner, Director of Legal and Governmental Affairs
165 Capitol Avenue, Room 308
Hartford, CT 06106
TEL: 860 713-6520
FAX: 860 713-7004**

Please note: Applications will be accepted via fax, mail or hand delivered only.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

