

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

JOB OPPORTUNITY

SECRETARY 1 - #OC23762

EVALUATION QUALITY MANAGEMENT & IMPROVEMENT DIVISION

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

Open To: The Public, State Employees
Location: 410 Capitol Avenue, Hartford, Ct 06106
Job Posting No: OC23762
Hours: 8:00 am to 4:30 pm, Monday – Friday, Full time, 40 hours per week
Salary: \$39,061.00
Posting Date: June 26, 2012 **Closing Date:** July 2, 2012

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.**

Duties include: Performs a range of secretarial functions to support the Evaluation Quality Management and Improvement Division at DMHAS. Arranges and coordinates meeting for the Department's Director, writes minutes of meetings, and prepares expense accounts. Performs data entry functions related to the Critical Incident reporting system. Performs a range of other secretarial functions including typing, filing, report writing and maintenance of the department's electronic folders; manages office supplies; answers phones and responds to department customers; responsible for disseminating press releases and interacting with media representatives. Provide backup coverage to the OOC receptionist.

Knowledge, Skills and Abilities: Ability to use Microsoft Office software.

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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPCIALTION TO:

DMHAS/Office of the Commissioner

Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
Fax: (860) 418-6977
Edra.Knight@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.