

State of Connecticut  
**JOB POSTING**

State of Connecticut  
The Department of Social Services  
Job Opportunity – Field Operations

**ADMINISTRATIVE ASSISTANT**

APPLICANTS MUST HAVE TAKEN AND PASSED THE DEPARTMENT OF ADMINISTRATIVE SERVICES EXAMINATION #981760 FOR ADMINISTRATIVE ASSISTANT. STATE EMPLOYEES WHO ARE CURRENTLY CLASSIFIED AT THIS LEVEL OR PREVIOUSLY ATTAINED PERMANENT STATUS IN THIS CLASSIFICATION WILL BE CONSIDERED FOR LATERAL TRANSFER. APPLICANTS WILL NOT HAVE THE OPPORTUNITY TO TAKE THE EXAM PRIOR TO THE ABOVE CLOSING DATE TO QUALIFY FOR THIS VACANCY.

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

Posting Date: November 10, 2014

Closing Date: November 17, 2014

The Department of Social Services is presently accepting applications to fill one (1) Administrative Assistant position within the SNAP Division in Central Office, Hartford.

**Open To:** State Employees on current exam list or lateral transfer

**Position:** Administrative Assistant

**Position No.:** 100754

**Bargaining Unit:** Administrative Clerical (NP-3)

**Hours:** Monday through Friday, 40 Hours/Week

**Salary Range:** \$52,364 - \$67,762 Annually (CL-19)

**Location:** 55 Farmington Avenue, Hartford, CT 06105

**STRONGLY RECOMMENDED:** Strong knowledge and ability to work with Excel, Workbook, Access and Microsoft Outlook.

**Duties and Responsibilities:** This Administrative Assistant position will be providing administrative support to the Director and may assist in other administrative support duties of the Division. In this capacity will be accountable for independently performing the most complex tasks in office administration requiring an advanced level of accountability, problem solving and interpersonal skills.

Performs the most complex office administrative duties as described in the following areas.

1. **TYPING:** Using a personal computer or other electronic equipment, formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling.

2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews references materials and manuals.
3. **CORRESPONDENCE:** Composes complex letters and/or memoranda, etc. (e.g. explaining department practices and/or policies) for own or manager's signature.
4. **REPORT WRITING:** Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations.
5. **INTERPERSONAL:** 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 (within prescribed limits of authority).
6. **PROCESSING:** Screens letters, memos, reports and other materials to determine action required; may make recommendations to supervisor.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements.
8. **OFFICE MANAGEMENT:** Authorizes purchases and payments (within prescribed limits of authority); develops input and prepares documentation for office and/or department budget; coordinates budget control and monitoring; develops office and/or department procedural manuals; assists in interviewing and hiring office support staff; trains office support staff; may supervise office support staff; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

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 includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the manager).

## **EXPERIENCE AND TRAINING:**

### **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 as a Secretary 2 or its equivalent.

### **Substitutions Allowed:**

College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination of Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). **Please be sure to specify the job posting number on all application materials.** State employees must submit their two (2) most recent Performance Appraisals in lieu of references. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory references letters in duplicate to:

**Maria L. Taylor, Principal Human Resources Specialist  
Department of Social Services  
55 Farmington Avenue – 5<sup>th</sup> Floor  
Hartford, CT 06105**

**NOTE: Incomplete or late applications will not be considered. Please note that due to the large volume of applications received, we are unable to field phone inquiries.**

**~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~**

**APPLICATIONS MUST BE POSTMARKED BY MONDAY, NOVEMBER 17, 2014**

### **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.*