

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
WEST REGION
P.O. Box 872
Southbury, CT 06488**

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

POSITION: Secretary 2

POSITION #: 089759

LOCATION: Cheshire – Quality Improvement

SCHEDULE: Full Time

HOURS PER PAY PERIOD: 80

CLOSING DATE: April 18, 2008

DESCRIPTION OF DUTIES: Receive and log in Placement Review Assessment Team (PRAT) and URR packets, review for completeness, work with case management to procure additional information. Set-up PRAT Response sheets; scheduling and agenda management; interactions with case management and the private sector. Processing of waiver enrollment packets; mailing, faxing of referrals to private agencies. Maintaining Waiver 225 books, NOA Books, Provider Referral books; managing response to private agency requests for RFP packets, including tracking, mailing, e-mailing. Set up Utilization Review agenda, contact/notify attendees, send out packets, process out sheets, data entry into UR Database. Set up Human Rights Committee (HRC) agenda, contact/notify attendees, send out packets, process outcome sheets, and data entry into HRC database Incident report data entry. General building duties as assigned. Knowledge of Outlook, Access, Word and Excel.

EXPERIENCE AND TRAINING

General Experience: Three (3) years' experience above the routine clerk level in office support or secretarial work.

Special Requirements: One (1) year of the General Experience must have been as a Secretary 1 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: This is a competitive classification. All applicants must currently be a Secretary 2 with the State of Connecticut or be on the current Exam List for Secretary 2.

TO APPLY: Please complete a DDS application or PLD-1 application, including the Position # before the close of business on the date indicated above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

Send Applications to:
Department of Developmental Services - West Region
P.O. Box 872, Southbury, CT 06488
Attention: Belinda D. Weaver
Fax: 203-586-2706
E-mail: belinda.weaver@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.