

**DEPARTMENT OF REHABILITATION SERVICES
Bureau of Rehabilitation Services**

SECRETARY 1

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

Open To: Candidates on a current examination list

Location: 30 Christian Lane, New Britain, CT.

Job Posting No: 32354

Hours: 8:00 am to 4:30 pm, 40 hours per week

Bargaining Unit: Clerical (NP-3),

Salary: \$41,440.00 - \$54,377.00, CL-14
*Employees new to state service start at the minimum of the range.

Posting Date: May 7, 2015 – May 21, 2015

The Department of Rehabilitation Services, Bureau of Rehabilitation Services, is recruiting to fill a Secretary 1 position at the Northern Region, New Britain office. The successful candidate will be proficient in Outlook by scheduling appointments, email tasks and planning meetings for multiple staff; be fluent in MS Word and Excel, excellent customer service skills in person and on the phone, be flexible, and have used problem solving skills. Preferred experience: scheduling for multiple staff, and working in a fast-paced human service agency. This individual must be reliable and dependable especially in the area of attendance and conformity to schedule. Transcription may be required. Familiarity with CORE-CT is a plus. This position requires travel throughout the State of Connecticut, including Hartford, Enfield, Manchester, East Hartford and Danielson on as needed basis. 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).

EXAMPLE OF DUTIES: This individual will be responsible for a full range of duties that include: 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; designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals; composes complex letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature; compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgment in the selection of items to be included; greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters; screens letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor; 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; maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; assists in preparing and monitoring the office budget (e.g. compiles figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

Secretary 1, #32354

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

Application Instructions: In addition to meeting the above requirements, candidates must send the following information postmarked on or before the closing date in order to be considered for this position:

1. State of Connecticut Application for Employment (CT-HR-12), available online at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.
2. Completed "Secretarial Experience Addendum", page three (3) of this posting.
3. Three (3) professional reference letters from current and/or former supervisors.
4. Candidates currently employed in state service, please submit your two (2) most recent service ratings with your application materials to:

**Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105
ATTN: Human Resources**

Due to the large number of applications we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. Also, faxed, emailed or hand-delivered copies will not be accepted.**

PLEASE NOTE: The primary contact will be via email if provided on your application.

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE MAY 21, 2015.

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.

DEPARTMENT OF REHABILITATION SERVICES
Secretarial Experience Addendum

Name (Last, First)

Date:

INSTRUCTIONS: Circle responses.

How many years clerical experience do you have?*	<3 years	3-5 years	5+ years
How many years secretarial experience do you have? **	<3 years	3-5 years	5+ years
Was this permanent employment?	Yes	No	
Have you worked for a human service agency/company?	Yes	No	
Do you have experience keeping multiple schedules for multiple people?	Yes	No	
Do you have transcription experience?	Yes	No	
Do you have experience developing written correspondence?	Yes	No	
Do you have experience completing template letters?	Yes	No	
Have you used mail merge to send correspondence?	Yes	No	
Do you have experience as a receptionist?	Yes	No	
Do you have experience answering multiple phone lines?	Yes	No	
Do you have experience explaining policies, procedures or rules?	Yes	No	
Do you have experience using CORE-CT or Oracle?	Yes	No	

How would you rate your level of expertise in:

Microsoft Word	Beginner	Intermediate	Advanced
Microsoft Excel	Beginner	Intermediate	Advanced
Microsoft Outlook	Beginner	Intermediate	Advanced

* Clerical experience includes: entry and retrieval of data from computer terminals; types a variety of forms, envelopes, etc. Maintains logs, sets up and maintains records and files according to established procedures; searches files for information. Sends out standard form letters making minor revisions or additions. Answers phones, relays calls and takes messages; receives and directs visitors; handles routine requests for information or assistance.

** Secretarial experience includes: Formats and types a full range of correspondence from rough draft, transcription, dictated notes, etc., proofreads and edits. Designs office filing systems, organizes and maintains files (including confidential files). Maintains, updates and reviews manuals and reference materials. Composes routine letters and memoranda, arranges and coordinates meetings (including space and equipment). Writes minutes, takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts. Makes travel arrangements. Maintains an inventory of supplies and equipment; orders supplies when necessary. Completes processes and maintains paperwork for purchasing; maintains time and attendance.