

**STATE OF CONNECTICUT
DEPARTMENT OF REHABILITATION SERVICES
SECRETARY 1
Bilingual (Spanish/English)**

The Department of Rehabilitation Services (DORS) is recruiting to fill a Bilingual Secretary 1, (Spanish/English) position located at the Hartford office of its Bureau of Rehabilitation Services (BRS) division. This position is 100% federally funded.

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

OPEN TO: Candidates who are on the current Exam List promulgated by the State of Connecticut Department of Administrative Services for the Secretary 1 job classification and current state employees already appointed to the Secretary 1 job classification who qualify to transfer laterally.

POSITION: SECRETARY 1
Bilingual (Spanish/English)

BARGAINING UNIT: Administrative Clerical (NP-3)

JOB POSTING NO: 106414

HOURS: 8:00 – 4:30, MONDAY – FRIDAY 40 HOURS
PER WEEK

LOCATION: BRS HARTFORD OFFICE
3580 MAIN STREET, HARTFORD,
CT 06120

STARTING SALARY: \$41,440.00 to \$54,377.00 (CL-14, Step
1)

POSTING DATE: September 17, 2014 to September 25,
2014

The selected candidate must be fluent in Spanish. Priority will be given to candidates on the current Reemployment

SEBAC Lists. Travel to local offices in the region is required when needed. Offices include New Britain, Enfield, East Hartford, Manchester and Danielson

RESPONSIBILITIES: Incumbents perform a variety of secretarial duties as illustrated 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 reference materials and manuals.
3. **CORRESPONDENCE:** Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature.
4. **REPORT WRITING:** Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month).

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5. **INTERPERSONAL:** Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g. appropriate referrals, general purpose of the unit).
6. **PROCESSING:** Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); 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:** 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; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY: 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).

APPLICATION PROCEDURE: To be considered please provide the following:

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:

Incomplete, blank or late applications will not be considered.

Also, no fax or hand-delivered copies will be accepted.

Please send your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

DORS.Recruitment@ct.gov

PLEASE NOTE THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL

or

Department of Rehabilitation Services

55 Farmington Avenue, 12th Floor

Hartford, CT. 06105

ATTN: Sabrina Betts - Human Resources

**APPLICATIONS MUST BE POSTMARKED ON OR BEFORE
September 25, 2014.**

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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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	Yes	No	

rules?

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.