

**State of Connecticut
Department of Social Services
Job Opportunity**

ADMINISTRATIVE ASSISTANT

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

Posting Date: January 18, 2012

Closing Date: January 20, 2012

The Department of Social Services is presently accepting applications for one (1) Administrative Assistant position within the Northern Region of the Department of Social Services, Hartford office.

Open To: The Public

Location: 3580 Main Street
Hartford, CT 06120

Position: Administrative Assistant
Position Number 34071

Salary Range: (CL-19) \$49,357.00 – \$63,871.00

Bargaining Unit: NP-3 Administrative Clerical

EXAMPLES OF DUTIES:

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.
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 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.

Consideration will be given to lateral appointments or to those candidates who have taken and passed the examination for Administrative Assistant and are on the current examination for appointment as Administrative Assistant. Or the position may be filled by existing lists which we are obliged to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or 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#APPLICATIONFORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials. Due to the large number of applications received, we cannot confirm receipt of applications.** Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Delores Atwater, Human Resources Associate
The Department of Social Services
3580 Main Street Hartford, CT
Hartford, CT 06120
Fax: (860) 566-1768**

**APPLICATIONS MUST BE RECEIVED ON OR BEFORE FRIDAY, JANUARY 20, 2012, CLOSE OF BUSINESS
An Equal Opportunity / Affirmative Action Employer**