

**STATE OF CONNECTICUT
DEPT OF SOCIAL SERVICES- SOUTHERN REGION**

**SECRETARY 1
(New Haven Office)**

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

POSTING DATE: February 3, 2010

CLOSING DATE: February 16, 2010

The Department of Social Services, Southern Region is currently recruiting for a Secretary 1 position in the New Haven Office. This is an extremely busy high-pressured office. Must have excellent interpersonal and organizational skills along with technical knowledge, skills and ability.

OPEN TO:	THE PUBLIC
POSITION:	SECRETARY 1 - Position Number 33251
BARGAINING UNIT:	Administrative – Clerical (NP-3)
SALARY RANGE:	\$38,108 – \$ 50,004 (CL-14) annually
LOCATIONS:	194 Bassett Street, New Haven, CT 06511

MINIMUM QUALIFICATIONS

Considerable knowledge of office systems and procedures; computer programs; 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).

DUTIES AND RESPONSIBILITIES:

This Secretary position is back up to the DSS –Southern Region’s Administrative Assistant which includes functions and responsibilities of the Regional Administrator and Regional locations. Major responsibilities include telephone inquiries and direction of numerous client calls or complaints; troubleshoot and interpret DSS program policy and procedures; provide excellent interpersonal skills in providing information and direction to DSS clients and employees

The Secretary 1 is a working level support position for 3 Regional Managers in the Southern Region’s New Haven Office. Must prepare various reports from log entries in database for Managerial reporting and review for various programs such as: DSS client Fair Hearing and monitoring of supervisory delegation of Hearings results; Reviews and logs Department of Labor report of “new employment hires” against those clients recorded as receiving DSS programs, services and monetary assistance in order to determination Eligibility changes and possible overpayments etc..

This position maintains all building evacuation and emergency/contingency plans; develops and maintains accessible DSS program and employee directories; maintains telephone logs and various other reports under the direct supervision of operations Managers. Various General functions and skills are inclusive but not limited to:

- 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).
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,

EXPERIENCE AND TRAINING:

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitution 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.

SPECIAL REQUIREMENTS: Consideration will be given to those DSS employees who have taken and passed the examination for Secretary 1 and are currently eligible for appointment to this classification. Lateral Transfers and State employees with permanent status in this classification may also apply. The filling of this position will be in accordance with all State Reemployment, SEBAC, NP-3 Transfer lists, Merit promotional and Certification rules accordingly.

Qualified applicants with knowledge of the Dept of Social Services programs and services are preferred but not essential.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of CT's Department of Administrative Services, Human Resources Services Website: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. 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 already faxed the materials. Please forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Department of Social Services- Southern Region
Human Resources Division
194 Bassett Street, New Haven, CT 06511
ATT: Jean F. Walden, Human Resources Associate
FAX #: (203) 789-6858**

APPLICATIONS MUST BE RECEIVED BY: TUESDAY FEBRUARY 16, 2010 CLOSE OF BUSINESS.

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER