

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

Secretary 1

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

Posting Date: May 5, 2008

Closing Date: May 16, 2008

The Department of Social Services is currently accepting applications to fill one (1) Secretary 1 position within the Division of Contract Administration, located in our Hartford Central Office.

Open To: The Public and State Employees

**Position: Secretary 1 (NP-3)
Position Number 34232**

Bargaining Unit: Administrative Clerical (CL-14)

Salary Range: \$36,998.00 - \$48,547.00 Annually

Location: 25 Sigourney Street, Hartford, CT 06106

EXAMPLES OF DUTIES:

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1. **TYPING:** Using a typewriter, word processor or other automated 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 manuals and reference materials
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, invoices, etc.). Maintains time and attendance records. Performs related duties as required.

MINIMUM QUALIFICATIONS 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 may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor); ability to type at a net speed of 50 wpm.

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.

Note: This position may be filled by candidates from mandatory Re-employment/SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken and passed the Secretary 1 Examination Number 042790, and have received a passing score, or from state employees who already have attained permanent status in this class.

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 Connecticut's Department of Administrative Services Human Resources Services Website at: 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 faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please mail or fax your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Kelly Geary, Principal Human Resources Specialist
The Department of Social Services
Human Resources Division
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY FRIDAY, MAY 16, 2008, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer