



**OPEN TO THE PUBLIC  
PD SECRETARY I – NEW BRITAIN JD/G.A.#15**

Applications are being accepted for a full-time Secretary I in the New Britain JD/G.A.#15 courthouse. Responsible for performing a full range of clerical functions requiring independent judgement and an understanding of organizational policies and procedures. May supervise as assigned; will compose letters and memorandums as directed by supervisor. Manage office needs, including processing, reception, filing, record keeping and clerical support and client interaction.

**Qualifications:** two (2) years of experience in office support or clerical work.

**Starting Salary:** \$51,260.00 annually with State benefits.

**Application Process:** Applicants must submit Employment Application, Letter of Interest and Resume, all forms can be obtained from our website:

<https://portal.ct.gov/OCPD/Employment/Employment-Opportunities>

Existing division employees may apply for transfer opportunity by submitting an updated resume and cover letter.

**ALL APPLICATION DOCUMENTS MUST BE SUBMITTED IN ONE DOCUMENT PACKAGE and submitted to [OCPDHR@pds.ct.gov](mailto:OCPDHR@pds.ct.gov) and [Christopher.Eddy@pds.ct.gov](mailto:Christopher.Eddy@pds.ct.gov) no later than MAY 9, 2024.** Only those applicants selected for an interview will be contacted.

**AFFIRMATIVE ACTION/EQUAL  
OPPORTUNITY EMPLOYER**

*DPDS is an equal opportunity/ affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status.*

**Applications by members of all underrepresented groups are encouraged.**