



**OPEN TO THE PUBLIC
PD SECRETARY I
OFFICE OF THE CHIEF PUBLIC DEFENDER- HARTFORD**

Applications are now being accepted for the position of Public Defender Secretary I for the Office of Chief Public Defender. Applicants for this position should have considerable interpersonal and client service skills, handling a high volume of legal correspondence, phone coverage and front desk receptionist responsibilities. Candidates will have a full range of secretarial support functions requiring independent judgment and a solid understanding of organizational policies and procedures.

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

Starting Salary: \$52,542.00 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 or promotional 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 and John.Day@pds.ct.gov no later AUGUST 2, 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.