


# CT Public Defenders

 (860) 509-6400

 <https://portal.ct.gov/ocpd>

## **OPEN TO THE PUBLIC** **SECRETARY I - NEW HAVEN, GA #23**

Applications are now being accepted for the position of Public Defender Secretary I for New Haven G.A. #23. Applicants for this position should have considerable interpersonal and client service skills and experience 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:** \$55,203 per year with full State benefits.

**Application Process:** Applicants must submit Employment Application, Letter of Interest and Resume; current, permanent employees in the Division interested in applying should submit an updated resume and letter of interest.

All forms can be obtained from our website:

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

**ALL APPLICATION DOCUMENTS MUST BE SUBMITTED IN ONE DOCUMENT PACKAGE and emailed to [OCPDHR@pds.ct.gov](mailto:OCPDHR@pds.ct.gov) and [Michael.Alevy@pds.ct.gov](mailto:Michael.Alevy@pds.ct.gov) no later than JULY 9, 2026. 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.**

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