


CT Public Defenders

 (860) 509-6400

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

OPEN TO THE PUBLIC **SECRETARY II - WATERBURY, GA #4**

Applications are being accepted for the Secretary II position for Waterbury GA #4. Responsible for performing a full range of clerical functions requiring independent judgment and an understanding of organizational policies and procedures. Will complete a broad variety of administrative tasks, such as drafting correspondence and memoranda as directed by supervisor; handling the mail; greeting visitors; answer the phone. May supervise other clerical staff as assigned. Manage office needs, including processing, reception, filing, record keeping, clerical support and interaction. Other duties as assigned.

Qualifications: Four (4) years of experience in office support or clerical work.

Starting Salary: \$60,158 per year with full State benefits. Current State employees may be eligible for a higher salary based upon Division policy.

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 and Michael.Richards@pds.ct.gov no later than FEBRUARY 4, 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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