

OFFICE OF THE STATE TREASURER
JOB OPPORTUNITY
EXECUTIVE SECRETARY (UNCLASSIFIED)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE](#)

Open To: The Public
Location: 55 Elm Street, Hartford, CT
Job Posting No: 139818
Hours: 40 hours/week, Monday – Friday (8:00 am to 5:00 pm)
Salary: SE 01: \$56,247 to \$76,890
Closing Date: August 21, 2015

Eligibility Requirement: Candidates must meet the minimum qualifications required for this job specification (please see below)

Examples of Duties: Acts as confidential secretary to the Deputy State Treasurer; relieves the deputy of administrative details through interaction with the public and routine contacts with other state agencies; compiles and coordinates data for action by the deputy; acts as receptionist; maintains and checks records and files; performs special assignments, studies and routine administrative functions as specifically directed; Performs a full range of secretarial functions and administrative activities which require an advanced level of accountability, problem solving and interpersonal contact.

Preferred Skills, Abilities and Experience:

INTERPERSONAL: Resolves telephone inquiries by answering within the limitations of authority or referring to appropriate person/agency. High level interpersonal skills; ability to take accurate and complex dictation

PERSONAL SECRETARY: takes and transcribes confidential correspondence from the deputy or at meetings; types a wide variety of correspondence, notes, memorandums, drafts, transcripts, charts and forms following proper format; prepares own letters or reports; arranges and coordinates meetings (including space and equipment); researches, assembles, and coordinates meeting materials (e.g. charts, graphs, reports). Takes notes using shorthand, speed-writing or machine transcription; troubleshoots by relieving the deputy of as much administrative detail as possible.

OFFICE MANAGEMENT: organizes/prioritizes all assignments to meet deadlines; screens incoming correspondence, refers to appropriate staff and follows up to insure timely response; ; decision making ability; ability to take accurate and complex dictation; ability to manage calendar for Deputy Treasurer, including scheduling and coordination of numerous meetings and conference calls; performs related duties as required.

Required Knowledge, Skills and Abilities: Proficient in the complete Microsoft Office suite; Considerable knowledge of office administration and management; business writing skills - ability to draft memoranda and letters; proofreading skills; considerable knowledge of English grammar, spelling and punctuation; considerable interpersonal skills; ability to interact effectively with supervisor, co-workers and general public; ability to work independently on administrative tasks and make decisions within framework of agency policies; ability to follow complex instructions; ability to take accurate and complex dictation; supervisory ability.

Appointment: Appointment to this position shall be in accordance with Section 5-198(11) of the Connecticut General Statutes.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume and [Application for Employment \(CT-HR-12\)](#). State employees must submit copies of their last two (2) service ratings by August 21, 2015 to:

The Office of the State Treasurer
Human Resources
55 Elm Street
Hartford, CT 06106
Attn: Ted Janiszewski, Principal Human Resources Specialist
FAX NUMBER: 860.702.3003
E-MAIL ADDRESS: Theodore.janiszewski@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.