

Connecticut General Assembly
JOB OPPORTUNITY
Executive Assistant for the Commission on Racial Equity in Public Health

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

Open To: The Public

Location: Hartford

Hours: Full-Time

Salary: \$80,214

Closing Date: August 1, 2022

General Knowledge:

Acts as personal and confidential assistant to the Executive Director. Performs complex secretarial duties of an intricate variety and handles office-wide administrative matters, records, and procedures. Has frequent and highly responsible contact with legislators, staff, other public officials, and the public. Work requires the ability to function at the highest level of independence and political sensitivity using advanced interpersonal skills and sound judgment.

Examples of Duties:

- Perform any or all duties expected of a Senior Executive Secretary;
- Coordinates, supervise and train other support personnel.
- May act as a representative on behalf of the immediate supervisor in special projects;
- May represent the Executive Director in dealing with the public.

Minimum Requirements:

Requires an associate's degree with concentrations in English, Business, public health, or political science courses. Any equivalent combination of education and experience may be substituted. Requires at least five years of progressive and varied administrative and secretarial experience involving extensive public contact, decision-making responsibility, and independent work. Requires at least three years of legislative experience and proven ability to work effectively with legislators, legislative staff, and others on a daily basis and often under pressure.

Application Instructions:

Please send resume and cover letter via email to CREPH.employment@cga.ct.gov . Application materials must be received by Monday, August 1, 2022.

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.