



# Connecticut Lottery Corporation

## Position Vacancy Announcement

(Open to the Public)

**TITLE:** Administrative Assistant (Office Management)

**LOCATION:** Administration

**SALARY:** \$53,935.00, starting annual salary

**Description:** The Connecticut Lottery Corporation has an opening for a dynamic, professional, team orientated person for a wide range of administrative functions and secretarial duties requiring a high level of accountability, problem-solving, multi-tasking and interpersonal skills. The Administrative Assistant is accountable for independently performing a number of complex tasks in providing both office administration and secretarial support to our Senior Executives. In addition, the Administrative Assistant is responsible for supervising and training all office support staff and for developing office and/or departmental procedure manuals to ensure continuity and coverage between clerical staff. Successful candidates will possess interpersonal dimension requiring the utmost discretion, tact, diplomacy and the ability to accurately give and receive information.

**Experience and Qualifications:** Qualified candidates must possess a minimum of years (4) years experience in office management or high level secretarial work. Considerable knowledge of office administration and management; excellent grammar, spelling and punctuation skills; ability to interact effectively with supervisor, co-workers and the general public; ability to handle sensitive information in a confidential manner; ability to understand and apply Lottery processes, policies and procedures; ability to work independently and make appropriate-level decisions; ability to follow complex instructions and perform duties in an accurate and timely manner. Proficiency in Microsoft Office is expected requiring expert knowledge of Word, Excel, PowerPoint and Access in addition to Microsoft Outlook. College training may be substituted for experience subject to applicable rules.

Interested candidates must submit a CLC application, available at [www.ctlottery.org](http://www.ctlottery.org), along with a cover letter and resume to:

Connecticut Lottery Corporation, Human Resources  
777 Brook Street, Rocky Hill, CT 06067  
Fax to (860) 713-2670; or e-mail to [HR@ctlottery.org](mailto:HR@ctlottery.org).

Only those CLC applications received by **Monday, July 16, 2018**, close of business will be considered.

Offer of employment is subject to licensing and other applicable policies.

The Connecticut Lottery Corporation is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.