**Deputy Assistant Treasurer for the Second Injury Fund and Unclaimed Property**

The Office of the State Treasurer exists to provide and ensure effective financial management of public resources, high standards of professionalism and integrity, and expanding opportunities for State of Connecticut residents and businesses.

We are recruiting for an Executive Assistant 1, to serve in the role of Deputy Assistant Treasurer, to be responsible for assisting the Assisting Treasurer in managing the work of two divisions: The Second Injury Fund Division (SIF or the Fund) and Unclaimed Proper Division (UCP).

**POSITION HIGHLIGHTS:**

* Monday-Friday
* Full-time (40 hours/week)
* 1st Shift
* Hybrid telework schedules available
* Centrally located in Hartford, CT

**WHAT WE CAN OFFER YOU:**

* Industry-leading health benefits, including medical and dental coverage
* Extensive pension plan and supplemental retirement offerings
* Paid time off - including 13 paid holidays per calendar year
* Professional growth and development opportunities
* Culture that encourages work-life balance
* Free garage parking
* Ergonomic Workspaces

**THE ROLE:**

In this role, the Deputy Assistant Treasurer receives direction from the Assistant Treasurer and or the Deputy Treasurer and will assist with the supervision of the staff and work of both divisions as directed by the Assistant Treasurer.

The Second Injury Fund (“SIF” or the “Fund”) is an extension of the Workers’ Compensation Act, managed by the State Treasurer. The Fund is liable for payment of claims which involved an uninsured or bankrupt employer and for reimbursement claims to employers of any one worker who had more than one employer at the time of the injury.

The Unclaimed Property Division is responsible for safeguarding assets turned over to the Office in accordance with state law until the rightful owners claim their property. The primary objective of the unclaimed property program is to reunite rightful owners of heirs with their unclaimed property, which is remitted to OTT by business entities after the business loses contact with a customer for a period of three to five years. The Division also maintains a user-friendly website that is updated with new names daily, called CT Big List at www.ctbiglist.com.

*NOTE: Candidates who have been selected for employment with the OTT are subject to reference checks and a detailed background check. Selection for employment is contingent upon the satisfactory completion of these checks.*

**NATURE OF WORK**

Acts as an executive assistant to a state elective officer or department head as defined in Section 4-5 of the Connecticut General Statutes and performs such duties as are assigned.

**EXAMPLES OF DUTIES**

As directed by the Assistant Treasurer, this position will assist with the administration of the staff and operations of two Treasury Divisions:

* Assists with developing, implementing, and evaluating division policies, goals, and objectives.
* Assist as needed with the design and development of division programs and activities.
* Assist with the implementation of new procedures and procedural revisions.
* Assist as needed with the determination of appropriate staffing levels and management and coordination of staff.
* May assist with the design and implementation of performance review standards for division staff;
* May assist with the preparation of the division budget.
* Maintains contact with individuals and organizations who might impact or be impacted by policy or program activities.
* May assist with the preparation of reports; and,
* Performs related duties as required.

Acts in the absence of the Assistant Treasurer, as needed.

Assists the Assistant Treasurer by working with the Human Resources Department on the hiring, promotion and other daily staff requirements and matters.

In addition to the duties listed above, the individual in this role may assist with or be assigned the following responsibilities by the Assistant Treasurer:

* Schedule, assign, and manage staff for the SIF and the UCP; plan or coordinate division work activities; provide consultation and technical assistance to staff; supervise Special Funds Administrators, Executive Assistants, and Executive Secretary.
* Formulate program goals and objectives; manage and monitor contracts with the SIF and the UCP vendors.
* Develop or revise the SIF and the UCP guidelines, procedures, and policies.
* Prepare reports and correspondence; troubleshoot and resolve problems related to the SIF and the UCP claimants, attorneys, insurance company representatives, and employers.
* Respond to oral and written inquiries.
* Identify and manage the SIF and UCP backlogs, if necessary.
* Interpret and administer pertinent laws.
* Coordinate research, data analysis, and program planning efforts; and,
* Manage and supervise large-scale projects.

**MINIMUM QUALIFICATIONS**

Five (5) years of experience in a management capacity in an office dealing with dispute resolutions, applying state statutes and regulations, utilizing independent judgment in the application of established policies and procedures and/or reviewing and recommending amendments or new policies and procedures, and managing professional staff.

**PREFERRED QUALIFICATIONS**

* Considerable knowledge of and ability to apply management principles and techniques.
* Considerable knowledge of and ability to interpret and apply relevant state and federal laws, statutes, and regulations.
* Experience with principles and practices of public administration.
* Experience with office procedures, including personnel.
* Considerable interpersonal skills.
* Experience with legislative processes
* Considerable oral and written communication skills
* Experience delivering presentations for external and internal groups.
* Proven experience utilizing complex computer databases and software programs, extracting data, and developing and running reports or statistical analyses.
* Supervisory experience of more than 5 people.
* Experience managing employees pursuant to bargaining agreements and teleworking policies.
* Experience interpreting probate or workers’ compensation law; and,
* Considerable experience interpreting complex written material and assessing the impact of programmatic goals.
* A law degree is preferred, but not required.

**CONCLUSION**

To apply, please send a résumé and cover letter to: [ott.recruiting@ct.gov](mailto:ott.recruiting@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.