



DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION
JOB OPPORTUNITY
OFFICE ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: DDS Employees Only – DDS Employees must have applied for and passed the **Office Assistant** Examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. DDS Employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Position: Office Assistant

Location: South Region Office, Wallingford, CT

Job Posting No: 016266

Hours: Full Time – Monday through Friday – 8:00 AM – 4:30 PM

Salary: CL 13 \$39,709 - \$52,100 (New employees to state service start at the beginning of the range)

Closing Date: February 16, 2015

Examples of Duties: In the South Regional Office, the incumbent will provide general clerical support. Duties to include:

TYPING: Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals.

FILING: Sets up and maintains office procedures, filing and indexing systems and forms for own use.

CORRESPONDENCE: Composes routine correspondence.

REPORT WRITING: Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format).

INTERPERSONAL: Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions.

PROCESSING: Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

General Experience: Two (2) years' general clerical work experience.

Preferred Experience: Preference will be given to applicants with demonstrated general clerical experience utilizing databases as well as working with sensitive documents and materials.

Special Requirements:

1. Incumbent must possess and retain a valid motor vehicle license.
2. Incumbent may be required to travel.
3. Incumbent must possess a high degree of professionalism.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for All Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492

Attn: Recruiter

Email: DDS.SR.Recruiting@ct.gov Phone: 203-294-5122 Fax: 860-920-3035

Application materials can be emailed, faxed, or mailed

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.