

**INSURANCE DEPARTMENT
JOB OPPORTUNITY**

**CLERK TYPIST
Business Services Division**

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

Open To: The Public

Location: 153 Market Street, Hartford, CT 06103

Job Posting No: 9066

Hours: Full-time (40 hours per week) 8:00 a.m. – 4:30 p.m.

Salary: (CL 10-1) \$34,565 – 43,693 annually- (new hires into State service start at the minimum salary)

Closing Date: * Tuesday, December 10, 2013 - Application package must be received by 5:00 p.m. by this date.

Eligibility Requirement: **State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

The Clerk Typist position is located in the Business Services Division and will report directly to the Fiscal Administrative Manager and will be responsible for supporting the Business Office functions of Account Receivable (creating invoices, daily check receipt balancing and bank deposits, filing of thousands of invoices on an annual basis), assist in mail processing (receive, sort, distribution of mail, use of mail machines – inserter, postage...), numerous copier machines maintenance (service calls to vendor, monthly reporting of copies to vendor, toner replacement, regularly replenish copier paper...), office supply ordering and replenishment and provides clerical support to the Department's switchboard/receptionist area.

The **preferred candidate** should have some experience working with the CORE-CT purchasing function and Business Office functions, excellent interpersonal skills and customer service experience, ability to work independently and in a team environment, ability to work in a dynamic work environment in which duties and workload can change on a daily basis as circumstances dictate. Knowledge of Excel, Word and Access and other duties as required.

EXAMPLES OF DUTIES:

1. **TYPING:** Using a typewriter, personal computer and other electronic equipment types a variety of materials from rough copy or electronic recording device including correspondence, memos, reports, forms, applications, bills and other documents and records with speed and accuracy; reviews and corrects drafts for conformance with originals; enters and retrieves data on personal computers and computer terminals.
2. **FILING:** Maintains logs; sets up and maintains records and files according to established procedures; (e.g. alpha, numeric or chronological order); searches files for information.
3. **CORRESPONDENCE:** Prepares and sends out standard form letters making minor revisions or additions.
4. **REPORT WRITING:** Compiles information from standard sources and prepares reports.
5. **INTERPERSONAL:** Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk).
6. **PROCESSING:** Receives, sorts and distributes mail; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness (ensures categorical information is completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; does routine posting to ledgers, account books or other records; receives payments for licenses, bills, applications, fines and fees, etc.; prepares, totals and balances receipts; prepares cash transmittal/deposit slips; types and prepares purchase requisitions, orders or billing invoices according to established procedures; assists in or maintains inventory and orders supplies; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) months as a Typist or its equivalent.

Substitution Allowed:

Graduation from high school with coursework in typing.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and State Application Form CT-HR-12 (state application form CT-HR-12 may be accessed at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf.) State Employees to also submit copies of their last two (2) service ratings by December 10, 2013 to:

**Carmen Rivera, Human Resources Assistant
Connecticut Insurance Department
P.O. Box 816, Hartford, CT 06142-0816**

Or by E-MAIL: CID.HR@CT.GOV

Or by: Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

***Incomplete or late application packages will not be considered.**

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.