

**JOB OPPORTUNITY**

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)  
WESTERN CONNECTICUT MENTAL HEALTH NETWORK (WCMHN)**

**DATA PROCESSING OPERATIONS SUPPORT ASSISTANT – WC105752**

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

**Open To:** The Public  
**Position Number:** WC105752  
**Program/Unit:** Quality & Information Management / Waterbury Administrative Office  
**Shift/Schedule/Hours:** 1st Shift – 8:00 a.m. - 4:30 p.m. – Full Time – 40 Hours/Week  
Monday - Friday  
**Salary Range:** \$34,565.00 – \$43,693.00  
**Posting Date:** October 1, 2013      **Closing Date:** October 7, 2013

**Minimum Qualifications Required Knowledge, Skill and Ability:** Basic knowledge of general computer operations principles, practices and procedures; basic interpersonal skills; ability to operate a computer terminal and related equipment; ability to perform basic tasks such as coding, sorting, alphabetizing and numeric ordering; ability to follow written and oral instructions.

**General Experience:** Any experience and training which would provide the knowledge, skills and abilities listed above.

**Preferred Qualifications:** Current/Valid Motor Vehicle Operator's License.

**Duties:** Assisting in performing basic IT support functions including coding and tracking back-up tapes, fielding and directing IT requests to appropriate staff, tracking and coding computer equipment inventory at the WCMHN sites, generating output reports as needed and data input as needed.

**WORKING CONDITIONS:** Incumbents in this class may be required to work in a noisy environment, in tiring positions performing repetitious and monotonous tasks for extended periods of time and perform a moderate amount of lifting light to medium weights, bending and reaching.

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

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates = Data Processing Operations Support Assistant** - must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotion/demotion candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All Other Candidates:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

**Julie Roy, HR Assistant - 203-805-6407**

**Email: [Julie.Roy@ct.gov](mailto:Julie.Roy@ct.gov)**

**OR**

**Fax: (203) 805-6432**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas](http://www.ct.gov/dmhas) - Employment Opportunities.

**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. **(NP-3)**