

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
OFFICE ASSISTANT
FLEET OPERATIONS/Wethersfield Garage

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

Open To: Public. Candidates must be on the current Office Assistant certification list.

Location: FLEET-Wethersfield Garage, 60 State Street (Rear), Wethersfield, CT

Job Posting No: 106649-OA-WETH

Hours: Full-Time - 40 hrs/week

Salary: CL13: Salary Range: \$38,552 - \$50,582
Incumbents new to State employment start at the minimum of salary range.

Closing Date: January 13, 2014

The Department of Administrative Services' FLEET Operations is seeking a team player with proven communication and interpersonal skills to fill an Office Assistant position. The main location for this position is located at our FLEET Garage at 60 State Street (Rear) in Wethersfield, CT, but incumbent will also assist in the FLEET Administration office at 165 Capitol Avenue, Hartford, CT.

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

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, including computers; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

PREFERRED CANDIDATES:

The preferred candidate will:

- Have administrative experience working in a large Fleet operation;
- Have proven experience with Microsoft Word and Excel. Experience with Fleet dedicated software is a plus.

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 CT-HR12 Application for Employment, and resume (optional) to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
S.m.A.R.T./DAS HUMAN RESOURCES
165 Capitol Avenue
Hartford, CT 06106
ATTN: Susan Turko, Human Resources Specialist
OR
FAX to: 860-622-2835 (*Preferred Method*)
OR
EMAIL to: susan.turko@ct.gov

JOB POSTING NO. 106649-OA-WETH MUST BE LISTED ON YOUR APPLICATION.

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE 01/13/2014 DEADLINE 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.