

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

CLERK TYPIST – POSITION NUMBER WC106905-1

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

**Open To:** State Employees  
**Location:** Administration/Reception – Waterbury Area Office  
**Job Posting No:** WC106905-1  
**Hours:** Monday-Friday – 8:00 a.m. – 4:30 p.m. – 40 Hours per Week  
**Salary Range:** \$34,565 to \$43,693  
**Posting Date:** January 15, 2014      **Closing Date:** January 21, 2014

**General Experience:** Six (6) months as a Typist or its equivalent.

**Substitution Allowed:** Graduation from high school with coursework in typing.

**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.

**Duties:** Provides primary receptionist coverage for the agency which includes performing telecommunication function, greeting clients and visitors in a professional and helpful manner. Experienced in Microsoft computer applications. Prepares correspondence, requests medical records from outside agencies, receives and sorts incoming mail. Responsible for basic data entry, verification of insurance status, and scheduling of appointments. Compiles information from standard sources and prepares reports. Collaborates with other secretarial and support staff in providing coverage of office operations.

**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). 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.

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates = Clerk Typist:** 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 State Employees:** 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:**

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

**OR**

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

**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)**