

**DIVISION OF PUBLIC DEFENDER SERVICES
JOB OPPORTUNITY
ADMINISTRATIVE SERVICES OFFICER
OFFICE OF THE CHIEF PUBLIC DEFENDER**

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

Open To: The Public

Location: OCPD- 30 Trinity Street, 4th Floor, Hartford, CT 06106

Hours: M- F, 1st Shift, (40 hours per week)

Salary: \$79,020.00, per annum plus state benefits

Closing Date: August 14, 2015

Applications are now being accepted for the position of Administrative Services Officer, for the Administrative Services Unit, Office of the Chief Public Defender.

Duties:

Reporting to the Manager of Administrative Services, the successful candidate will be responsible for fulfilling the Division's procurement needs. The candidate is expected to prepare requisitions and purchase orders for supplies, equipment and contractual services. The individual will be able to perform open market buying by determining which suppliers, distributors, products and commodities to use. The position requires working with other branches of government, state agencies and vendors/suppliers and the candidate is expected to handle complex procurement and business management issues. The successful candidate will assist in managing Division-owned assets/equipment, including vehicles.

Knowledge, Skills and Abilities:

Applicants should demonstrate Considerable knowledge of purchasing methods, principles and procedure including specification preparation and revision; knowledge of state purchasing procedures and regulations; knowledge of business laws as it applies to purchasing contracts and sales; knowledge of inventory systems ; strong interpersonal skills; oral and written communication skills; some supervisory ability.

Special Requirement:

A Bachelor's degree and two (2) years of purchasing experience or at least seven (7) years experience in purchasing services operations, with responsibility for knowledge of business laws as it applies to purchasing contracts and sales; knowledge of inventory systems. Experience in Oracle/Core-CT preferred.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**Jen Loo, Manager of Administrative Services
and Paula Lohr, Human Resources Officer,
Office of Chief Public Defender, 30 Trinity Street, 4th Fl, Hartford, CT, 06106**

Applications are preferred by e-mail: Jen.Loo@jud.ct.gov and Paula.Lohr@jud.ct.gov

*Employment Application may be obtained from our web site at www.ct.gov/ocpd
(Any current, permanent employee in the Division interested in applying should submit an updated resume only). Please note,
only those applicants selected for interview will be contacted.*

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.