



**OFFICE OF THE HEALTHCARE ADVOCATE  
JOB OPPORTUNITY**

**CLERK TYPIST - DURATIONAL**

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

**Open To:** The Public, State Employees  
**Location:** 450 Capitol Avenue, Hartford, CT  
**Job Posting No:** 113645 & 113646 (**Durational positions with end date of September 25, 2016**)  
**Hours:** Full-time (40 hours per week) 8:00 a.m. – 4:30 p.m.  
**Salary:** \$17.57 per hour  
**Closing Date:** February 25, 2016

The Office of the Healthcare Advocate is currently seeking qualified applicants for Two (2) full-time durational Clerk Typist positions to serve as the receptionist. These positions are funded through a federal grant and due to expire close of business on September 25, 2016.

**Duties include:** greets and directs visitors; Provides general information regarding OHA to the general public, legislators and other state agencies; Mails out authorization form, requests for brochures and posters; Answer heavy volume of incoming phone calls, takes messages, returns phone calls; Screens incoming calls, triage and enters call information into the database; Respond in writing to general questions pertaining to OHA; Assist in outreach preparation and in special projects; Maintains office inventory and orders office supplies; Maintains Office filing systems; Provides clerical support to staff members; Photocopy sensitive and confidential documents/materials; Scanning documents; Prepares routine reports. Perform related duties as assigned.

**Preferred skills and abilities:**

The preferred candidate should possess excellent interpersonal skills, strong customer service skills, ability to multitask; experience using legal files is a plus.

**Knowledge, Skills and Abilities:** Knowledge of operating a multi-line phone system; 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 skills; 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.

**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 a fully completed Application for Employment (Form CT-HR-12) which is available at: [Department of Administrative Services website](#), State Employees to submit copies of their last two (2) service ratings, by close of business date noted above to: Human Resources Division, P.O. Box 816, Hartford, CT 06142-0816. You may drop off your application package between the hours of 8:30 a.m. and 4:30 p.m. on business days at the Connecticut Insurance Department, 153 Market Street, 7<sup>th</sup> floor, Hartford, CT. Please note, due to the large number of expected applicants, we cannot confirm receipt of application materials. Incomplete, blank or late applications 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.