

State of Connecticut
JOB POSTING

**MILITARY DEPARTMENT
JOB OPPORTUNITY
CLERK TYPIST**

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

Open To: The Public
Location: Air National Guard, East Granby
Job Posting No: 8635
Hours: Monday through Friday, 7:30 A.M. to 4:00 P.M.
Salary: \$33,558.00 Annually
Closing Date: April 19, 2013

Eligibility Requirement: The candidate chosen for this position will be held accountable for performing the full range of clerical functions including basic processing, reception, filing, record keeping, book keeping and typing.

Knowledge, Skills and Abilities: Knowledge of office procedures, spelling, punctuation and grammar; basic interpersonal skills; basic oral and written communication skills; basic in arithmetical computation; ability to operate personal computers and other electronic equipment and the ability to perform basic clerical tasks.

General Experience: Six (6) months as a typist or equivalent.

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 State application (CT-HR-12) available at www.das.state.ct.us for Employment to:

**MILITARY DEPARTMENT
HARTFORD ARMORY
360 BROAD STREET
HARTFORD, CT 06105
HUMAN RESOURCES, ROOM # 141
FAX NUMBER 860.548.3218**

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.