



Department of
ADMINISTRATIVE SERVICES
Job Postings



**Auditors of Public Accounts
JOB OPPORTUNITY
Administrative Assistant III
Central Office**

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

Open To: The Public
Location: 20 Trinity Street, Hartford
Job Posting No:
Hours: Full-Time
Salary: \$50,967 – \$74,106
Closing Date: July 18, 2016

Eligibility Requirement:

High school diploma and at least six years of administrative assistant experience or any equivalent combination of education and experience.

Preferred Skills and Abilities:

Considerable knowledge of computer information systems, word processing, database, and spreadsheet software. Core-CT (A/P -Vouchers, HRMS, Benefits, GL) experience strongly preferred. Familiarity with Accounts Payable, Purchasing, and voucher processing is a plus.

General Experience:

Handles complex general administrative duties using computers and other standard or specialized office equipment. Enters data into spreadsheets and databases. Answers telephone and provides receptionist duties. Work is performed independently and with an advanced level of accountability, problem solving, technical skill and interpersonal contacts. Has frequent and highly responsible contact with staff, the public, and vendors. Ability to be highly productive, prioritize assignments and meet deadlines under stressful conditions.

Special Requirement:

Ability to work during peak periods.

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

**Auditors of Public Accounts
20 Trinity Street
Hartford, CT 06106
Attn: John Rasimas
E-mail (preferred) to apaposition@cga.ct.gov; or
Fax: (860) 240-5292**

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.