

**DEPARTMENT OF REHABILITATION SERVICES
BUREAU OF REHABILITATION SERVICES**

**JOB POSTING
PROCESSING TECHNICIAN (PART-TIME 20HRS)**

- Open To:** Candidates who are on the current DAS exam List promulgated by the State of Connecticut Department of Administrative Services for the Processing Technician job classification and current state employees already appointed to the Processing Technician job classification who qualify to transfer laterally.
- Location:** 55 Farmington Avenue
Hartford, CT 06105
- Posting:** 92951
PLEASE NOTE: 92951 NEEDS TO BE IN THE SUBJECT LINE OF THE EMAIL
- Salary:** \$21.73 – 28.41 per hour, 20hrs per week, (CL 16)
New employees will start at Step 1
- Posting Date:** August 21, 2014 to September 5, 2014

The Department of Rehabilitation Services, is currently recruiting for a part-time Processing Technician. The preferred individual should be able to work independently, be motivated and have a strong initiative to review applications and determine eligibility for specific Assistive Technology services for individuals with disabilities. Candidates should be prepared for high volume of interactions with individuals with disabilities, gathering relative information, coordinating services, such as evaluations and trainings, as well as finding and connecting consumers to external resources. Candidates should be familiar with disabilities, Assistive Technology and the Connecticut Tech Act Project which operates under the federal Assistive Technology Act of 1998, as amended in 2004.

EXAMPLES OF DUTIES:

Performs the most complex duties related to an agency's clerical processing functions; examines incoming materials for accuracy, completeness and conformance to state statutes and regulations; makes corrections and/or additions; devises follow up procedures to efficiently and effectively carry out activities; initiates and maintains communications with a wide variety of resources to verify information and complete transactions including other state employees, offices and outside officials such as attorneys, judicial and social welfare officials or representatives; interprets and applies state statutes and regulations relating to the particular processing service; makes decisions as to case status, transaction permissibility or admissibility; responds to internal and external inquiries for information and assistance; sets up and maintains office procedures, filing and indexing systems and forms for office use and to meet recurring needs; maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; maintains records and logs; prepares status or statistical reports related to processing function; assists in maintaining general files in support of processing function; initiates correspondence in carrying out duties; types correspondence, forms, file documentation, etc. in support of processing function; may process fees and maintain financial records; may lead lower level clerical employees assisting in carrying out processing responsibilities; performs related duties as required

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to compose effective correspondence and forms; ability to read, comprehend and apply laws, regulations, and procedural guidelines; ability to organize and coordinate workflow; ability to articulate ideas and information effectively; ability to perform research assignments; ability to devise and maintain record keeping and filing systems; ability to examine documents for accuracy and completeness; ability to operate office equipment including personal computers, computer terminals and other electronic equipment; ability to operate office suite software.

APPLICATION PROCEDURE: To be considered candidates need to submit a completed State of Connecticut Application (Form CT-HR-12) and three (3) professional references. Current State employees should submit a copy of their two most recent service ratings. The CT-HR-12 Application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf.

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Please send completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

DORS.Recruitment@ct.gov

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or

Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105

ATTN: Sabrina Betts - Human Resources

APPLICATIONS MUST BE RECEIVED AND POSTMARKED ON OR BEFORE September 5, 2014

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.