

State of Connecticut
JOB POSTING

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
OFFICE ASSISTANT
ADMINISTRATIVE SERVICES DIVISION – BUSINESS OPERATIONS UNIT

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTION AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on the Current Examination List
Location: 55 Elm Street, Hartford, CT
Job Posting No: 109730
Hours: Monday through Friday, 8:30 a.m. – 3:00 p.m. (30 hours per week)
Salary: \$19.59 Starting Hourly (CL13/Step 1)
Closing Date: **Tuesday, September 8, 2015** - Application materials must be received by 5:00 p.m. by this date.

The Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill an **Office Assistant** position within the Administrative Services Division – Business Operations Unit. The selected candidate will provide support to the Director of Administrative Services Division and be responsible to coordinate and perform a full range of office support functions.

Eligibility Requirement: Candidates must have applied for and passed the **Office Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Example of Duties: Duties include but are not limited to: arrange and coordinate meetings; maintain time and attendance records; process incoming and outgoing mail; respond to inquiries; screen letters, memos, reports and other materials to determine action required; complete routine paperwork; file and proofread documents for accuracy; edit documents with the use of having knowledge of grammar, punctuation and spelling; create and maintain office filing systems; process departmental memos and reports; ability to operate Microsoft Office Suite Software; ability to schedule and prioritize workflow; respond to incoming calls and in-person requests; interact with various internal and external entities; ability to track work assignments from various staff and perform related duties as required.

Preferred Criteria:

- **Highly organized;**
- **Excellent written and verbal communication skills;**
- **Proficient in Microsoft Word and Excel;**
- **Excellent customer service skills;**
- **Superior interpersonal skills and the ability to communicate with people of all levels;**
- **Research skills;**
- **Attention to detail.**

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 must submit a cover letter, resume, three (3) letters of professional references from current and/or previous supervisors and the required **CT-HR-12** Application for Examination or Employment Form – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf (**Please indicate the job posting number on the application form**). **State employees must include copies of their last three (3) Service Ratings in lieu of references** no later than the closing date at the top of this announcement to:

Elena Vazquez, Human Resources Associate
Office of the State Comptroller
Administrative Services Division – Human Resources Unit
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
OR
Fax to: (860) 702-3324
OR
Email to: OSC.HR@ct.gov (Preferred Method)

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

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 person with disabilities.