



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
CLERK TYPIST

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

Open To: The Public

Location: 61 Woodland St., Hartford

Job Posting No: 82614

Hours: 40 hours/week – Monday - Friday (1st shift)

Salary: \$34,565* – \$43,693 (CL-10) *employees new to state service start at beginning of range

Closing Date: February 24, 2014

This Clerk Typist position will work in the Medication Administration Unit (Clinical Services Education Unit/Educational Support and Staff Development Division) and will be responsible for the clerical support of the program for both certified and trained staff within public sector, private sector and family homes.

Examples of Duties:

- Process all registrations for training including courses, exams and retraining courses ensuring that each potential registrant meets all minimum eligibility requirements for the selected process.
- Process all verifications for private and public sector staff upon employment and when entering the initial medication administration certification process to assess if employee is eligible for certification or trained status based on the Regulations pertaining to Medication Administration.
- Checks all incoming applications for certification to assess if they meet all aspects of the requirements of the Regulations pertaining to Medication Administration. Makes final decision if the application is to be processed or returned for correction.
- Interacts with over 100 private agencies, as well as the public sector, to advise as to options to obtain certification or trained status, information to address issues in route to certification, as well as interfacing with case managers to direct families how to access the trained program.
- Creates schedules for all courses for certification and trained staff by interacting with 8 instructors and facilities schedulers to obtain training space. In addition schedules all subsequent course exams with proctors. This is a quarterly calendar involving multiple facilities statewide
- Develops system to maintain security and accessibility of information for all paperwork related to certification
- Maintains a database of all processed applicants looks for trends in non-completion of process and addresses that to the individual agency. In addition collects data as to number of applications received, returned for correction or denied admittance to the program
- Contact all involved parties private agencies, public divisions and families to advise them of updates, changes or issues within the certification or trained process
- Will perform related duties as required.

Minimum Qualifications Required Knowledge, Skill and Ability:

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 skill; 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.

Preferred Skills & Experience:

- Experience with or knowledge of the DDS Med Admin program
- Experience interacting with outside agencies, customers, or the general public
- Experience with Outlook, Word, Excel and Access
- Strong oral and written communications skills
- Ability to work independently and as part of a team
- Ability to multi-task
- Strong time management skills
- Good organizational skills

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

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos**

Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6121 Fax: 860-920-3045

Application materials can be emailed, faxed, or mailed.

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.