

Department of Veterans' Affairs
JOB OPPORTUNITY
Clerk Typist

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

Open To: The Public
Location: 287 West St., Rocky Hill, CT 06067
Position No. 112032
Hours per week: 32 **Salary:** \$17.57 per hour
Closing Date: October 20, 2015

This position is assigned to the Department of Food Services. Patient contact in a hospital environment is expected.

Description of Duties: Type a variety of materials in relation to other duties or as assigned; set up and maintain office procedures and filing systems; prepare invoices; compose routine correspondence; compile data and generate reports; respond to inquiries from fiscal administration; use a variety of automated equipment to perform job functions; handle and distribute incoming mail; accept payments from veterans and process deposits; other related duties as required.

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

State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter and a completed state application (CT-HR-12). Current state employees are required to submit their last two service ratings. Applications will not be considered if incomplete, missing materials, or not received or postmarked by the above closing.

Department of Veterans' Affairs
Human Resources
287 West Street
Rocky Hill, CT 06067

Please note: Due to the large number of expected applicants we cannot confirm receipt of application materials.

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.