



JOB OPPORTUNITY
State of Connecticut
Office of the Attorney General
Office Assistant

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

Open To: The Public, State Employees

Location: Office of the Attorney General, 55 Elm Street, Hartford, CT 06106

Job Posting Number: 00004708

Hours: 40/week; 8:00 a.m. – 5:00 p.m.

Salary: Minimum \$38,552 annually

Closing Date: August 9, 2013

The Office of the Attorney General is currently recruiting for a full-time, permanent *Office Assistant* position. Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules, if applicable.

Eligibility Requirement: Candidates must have 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 title of Office Assistant or those who have previously attained permanent status in this class may apply for lateral transfer. **Applicants will not have the opportunity to take the examination for this class prior to the closing date to qualify for this particular vacancy.**

Description of Duties: The incumbent will be responsible for performing a full range of general clerical duties in the agency Business Office including, but not limited to, processing invoices for payment, coordinating and monitoring review and approval processes; gathering information from varied sources and compiling reports; organizing and maintaining filing systems; providing general information in response to telephone inquiries; performing related duties as required.

Knowledge, Skills and Abilities: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

General Experience: Two (2) years general clerical work experience.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, a CT-HR-12 Application for Employment, and three letters of reference. Current State employees must also provide a copy of the last two performance appraisals. Please include the Job Posting Number above, and send all required information to:

Susan L. Cavanaugh, Principal HR Specialist
Office of the Attorney General
55 Elm Street
Hartford, CT 06106

The Office of the Attorney General is an Affirmative Action/Equal Opportunity employer and strongly encourages the applications of women, minorities, and persons with disabilities