

**OFFICE OF THE STATE COMPTROLLER (OSC)
JOB OPPORTUNITY
CLERK TYPIST
HUMAN RESOURCES OFFICE**

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

Open To: The Public
Location: Management Services Division - Human Resources Office, Hartford, CT 06106
Job Posting No: #101902
Hours: Part-Time (30 hours per week)
Salary: \$16.56 (CA10) Starting Hourly
Closing Date: Monday, March 3, 2013 – ***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 a **Clerk Typist** position within the Human Resources Office of the Management Services Division (MSD). The successful candidate will be performing the necessary clerical duties within the Human Resources and Payroll functions for OSC.

Eligibility Requirement:

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

Knowledge, Skills 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.

Examples of Duties: Perform a wide variety of general clerical duties:

- Typing and data entry
- Filing/duplicating
- Routing Correspondence
- Manual and computerized record keeping
- Compile and prepare reports
- Process routing clerical projects
- Telephone/interpersonal contact with the public

General Experience:

Six (6) months as a Typist or its equivalent. Substitution Allowed: Graduation from high school with coursework in typing.

PREFERRED SKILLS:

- Strong computer skills.
- Experience with Microsoft Word, Excel and Access.
- Superior oral and written communication skills
- Knowledge of office procedures.
- Excellent customer service experience.

Note: In accordance with State procedures, candidates appearing on Reemployment/SEBAC lists will be given first preference.

Application Instructions:

Interested candidates must submit a cover letter, resume, three (3) letters of professional reference and the required Application for Examination or Employment (CT-HR-12) 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 letters no later than the closing date at the top of this announcement to:

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

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

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.