

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

**Clerk Typist
(Part-Time, Federally Funded)**

Open To: The Public

Location: Brooklyn Correctional Institution, Brooklyn, CT (Education Unit)

Hours: 1st Shift, Monday – Friday, 19 Hours per week.
(Part-time, federally funded – no benefits)

Salary: \$16.56/hr

Closing Date: August 12, 2014

Minimum Qualifications:

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 months as a typist or its equivalent.

Substitutions allowed:

Graduation from high school with coursework in typing.

Preferred Experience:

- Full working knowledge of Microsoft Office.
- Ability to prioritize.
- Superior verbal and written communication skills.
- Strong computer and data entry skills.
- The ability to effectively communicate both orally and in writing.
- The ability to work well with all levels of internal management and staff.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure you meet DOC Administrative Directive 2.3.

Application Instructions:

Qualified candidates who meet the above requirements must submit the following information by close of business on the closing date in order to be considered for this position.

1. Cover letter,
2. Application for Employment (form CT-HR-12). Available at:
http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf
3. Last two (2) Performance Evaluations

Please submit your information by US Mail or Fax to:

Department of Correction - Recruitment Office
ATTN: Debbie Sass, Human Resources Associate
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-6866

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.