



CONTINUOUS RECRUITMENT STATEWIDE PROMOTIONAL EXAMINATION
PROCESSING TECHNICIAN

ANNUAL \$44,038
SALARY: \$57,588

SALARY
GROUP: CL 16

APPLICATION CLOSING
DATE: JANUARY 14, 2014

EXAM
NO: 981660SCPD

(REISSUED WITH TEST DATE FOR 2014)
REVISED WITH CORRECTION

PURPOSE OF CLASS: In a state agency this class is accountable for performing the most complex tasks in carrying out and maintaining a complex clerical processing service having a statewide impact. Services which have a statewide impact are defined as services which directly reach and assist members of the general public.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT STATE EMPLOYEE WHO HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS CURRENT OR FORMER STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Three years' clerical work experience.

SPECIAL EXPERIENCE: One year of the General Experience must have involved a full range of clerical duties as an Office Assistant, Interpreter Clerk or its equivalent.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to compose effective correspondence and forms; ability to read, comprehend and apply laws, regulations, and procedural guidelines; ability to organize and coordinate workflow; ability to articulate ideas and information effectively; ability to perform research assignments; ability to devise and maintain record keeping and filing systems; ability to examine documents for accuracy and completeness; ability to operate office equipment including personal computers, computer terminals and other electronic equipment; ability to operate office suite software.

THE EXAMINATION WILL BE COMPOSED OF:

PART
WRITTEN

WEIGHT
100%

APPLICATION CLOSING AND TEST DATES: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Applications must be date stamped by DAS/Human Resources or postmarked by **JANUARY 14, 2014 for the MARCH 11, 2014 test date. (Reserve the day as the exam may be scheduled in the morning or afternoon.)** Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Keep a copy of your completed application package and fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Due to the large number of applications received, we cannot confirm receipt of applications. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at State agencies.

**Employees in the unclassified service may be eligible to participate in the promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

(revised December 24, 2013)

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, persons with disabilities and military veterans.