

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
OFFICE ASSISTANT #OC77128
OFFICE OF THE COMMISSIONER
FISCAL SERVICES BUREAU

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

Open To: Candidates on the current exam list for Office Assistant
Location: Connecticut Valley Hospital/Havilland Hall, Middletown, CT
Job Posting No: OC77128
Hours: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week
Salary Range: \$38,552.0 - \$50,582.00
Posting Date: April 10, 2014 **Closing Date:** April 16, 2014

Eligibility Requirement:

Candidates must have applied for and 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 above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties will include: Provides general clerical and processing support to the staff of the DMHAS Fiscal Services Bureau. Opens, stamps in, sorts and distributes invoices mailed from vendors and 8 DMHAS Facilities; completes paperwork for tax exempt status requests from vendors; establishes and maintains the vendor invoice filing system for three calendar years; maintains office supplies and equipment; addresses environmental concerns; provides clerical support to Travel Reimbursement staff and others as required; receives and processes checks for payment of benefits and payroll recoveries from DMHAS employees as well as miscellaneous refunds and payments; other duties as required.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Maria.D.DeJesus@ct.gov

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.

(NP-3)