

*State of Connecticut*  
**JOB POSTING**

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY  
Clerk Typists**

[Please follow the specific application filing instructions at the bottom of this page!](#)

**Open To:** The Public

**Location:** Central Office, Wethersfield, CT (Education Unit)  
Corrigan-Radgowski CC, Uncasville, CT (Education Unit)  
New Haven CC, New Haven, CT (Education Unit)

**Hours:** 1<sup>st</sup> Shift Monday – Friday, 19 hours per week (Part time, Federally funded)

**Salary:** \$16.08 hourly

**Closing Date:** December 29, 2010

**Minimum Qualifications:**

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skills in typing a variety of materials at a net speed of 40 wpm; basic interpersonal skills; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to perform a full range of clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

**General Experience:**

Six months as a typist or its equivalent.

**Preferred Experience:**

Full working knowledge of Microsoft Office, superior verbal and written communication skills.

**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 that you meet DOC Administrative Directive 2.3.

**Application Instructions:**

Qualified candidates who meet the above requirements need to submit a cover letter, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at <http://das.ct.gov/employment>. Please submit your information to:

**Virginia Miller, Administrative Assistant  
Unified School District #1  
Department of Correction  
24 Wolcott Hill Road  
Wethersfield, CT 06109  
Virginia.Miller@po.state.ct.us  
Fax: (860) 692-7538**

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

12/17/10, PCN# 97403,97404,97405, CBR,7086/05