

Office of Policy and Management
JOB OPPORTUNITY
CLERK-TYPIST (CONFIDENTIAL)
Office of Labor Relations

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

Open To: The Public
Location: 450 Capitol Avenue, Hartford, CT 06106-1308
Job Posting No.: 84989
Hours: 8:00 a.m. to 5:00 p.m.
Salary: \$33,558 annual
Closing Date: April 2, 2012

Knowledge, Skills and Abilities: 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 (6) months as a Typist or its equivalent.

Substitution Allowed: Graduation from high school with coursework in typing.

EXAMPLES OF DUTIES:

- 1. TYPING:** Using a typewriter, personal computer and other electronic equipment types a variety of materials from rough copy or electronic recording device including correspondence, memos, reports, forms, applications, bills and other documents and records with speed and accuracy; reviews and corrects drafts for conformance with originals; enters and retrieves data on personal computers and computer terminals.
- 2. FILING:** Maintains logs; sets up and maintains records and files according to established procedures; (e.g. alpha, numeric or chronological order); searches files for information.
- 3. CORRESPONDENCE:** Prepares and sends out standard form letters making minor revisions or additions.
- 4. REPORT WRITING:** Compiles information from standard sources and prepares reports.
- 5. INTERPERSONAL:** Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk).
- 6. PROCESSING:** Receives, sorts and distributes mail; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness (ensures categorical information is completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; performs related 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 should submit their Application for Employment to:

Uma Arun, Human Resources Manager
Office of Policy and Management
450 Capitol Avenue – MS#55SEC
Hartford, CT 06106-1308

NOTE: DUE TO LARGE NUMBER OF APPLICATIONS EXPECTED, FAX OR E-MAIL INFORMATION IS NOT PROVIDED. APPLICANTS ARE ENCOURAGED TO MAIL THEIR APPLICATIONS VIA REGULAR MAIL.

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.