

DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY

# Clerk Typist

## Regulatory Services – Community Based Regulation – Day Care

POSTING DATE: May 13, 2013

CLOSING DATE: May 20, 2013\*

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

OPEN TO: The Public

POSITION CONTROL NUMBER: 012730SC NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1<sup>st</sup> Shift/40 hours/week

SALARY GROUP/RANGE: CL 10/\$33,558\* - \$42,420 (\*NEW State Employees)

### **PREFERRED SKILLS:**

- Experience providing daily switchboard or main information phone line coverage;
- Experience listening and responding to customer inquiries in person and on the telephone;
- Experience processing and filing payments in an electronic information system;
- In addition to the preferred skills above, Spanish speaking helpful.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Knowledge, Skill and Ability:**

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.

### **EXPERIENCE AND TRAINING**

#### **General Experience:**

Six (6) months as a Typist or its equivalent.

#### **Substitution Allowed:**

Graduation from high school with coursework in typing.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:**

Department of Public Health  
410 Capitol Avenue, MS #13PER  
PO Box 340308  
Hartford, CT 06134-0308  
FAX: 860-509-7184 (if faxing, only one application is necessary)  
**EMAIL:dph.recruitment@ct.gov**

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

*THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.*