

**DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION
JOB OPPORTUNITY
OFFICE ASSISTANT
HUMAN RESOURCES DEPT. – EAST HARTFORD**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list

Location: Human Resources Dept. – East Hartford

Job Posting No: 00101628

Hours: Monday through Friday: 8am – 4:30pm. RDO's: Saturday & Sunday

Salary: \$37,429 - \$49,108

Closing Date: May 7, 2012

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.**

Examples of Duties:

- 1. TYPING:** Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals.
- 2. FILING:** Sets up and maintains office procedures, filing and indexing systems and forms for own use.
- 3. CORRESPONDENCE:** Composes routine correspondence.
- 4. REPORT WRITING:** Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format).
- 5. INTERPERSONAL:** Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions.
- 6. PROCESSING:** Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

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Description of Duties:

Provide general clerical support to DDS North Region Human Resources Division. Must have independent judgment and initiative in meeting objectives. This position is critical to support the Human Resources and payroll operations. The position is vital for the processing of payroll and Human Resources functions for the North Region and DDS Central Office. The incumbent will provide clerical support to Human Resources. The position is needed to relieve a backlog of filing and general clerical work. Incumbent will assist in the processing of Employee Selection Reports (ESR), filing confidential information into personnel files, tracking disciplinary actions, answering general questions, assist with employment verifications and providing clerical support to the Payroll Office. The incumbent should demonstrate exceptional customer service skills and have an understanding of Human Resource's Work Rules, policies and procedures. Performs related duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

General Experience:

Two (2) years' general clerical work experience.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling six (6) months of experience.

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 copies of last two performance appraisals and an Application for Employment (CT-HR-12), including the position number to:

Department of Developmental Services — North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer, Human Resources
Fax: (860) 622-4967

All application materials must be received by 11:59 p.m. on the closing date indicated above.

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.