

**DEPARTMENT OF CHILDREN AND FAMILIES
MANCHESTER REGIONAL OFFICE - REGION 4
OFFICE ASSISTANT (MAY BE UNDERFILLED AS CLERK TYPIST)**

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

Open To: Candidates on the Current Exam List
Location: Manchester Regional Office
Job Posting No: BA46010MAN
Hours: Full Time, 40.0 Hours Per Week
Salary: \$34,565.00-\$50,582.00 Annually
Closing Date: September 11, 2013 Close of Business

The Department of Children and Families is currently seeking qualified candidates to fill one (1) [Office Assistant](#) (may be underfilled as [Clerk Typist](#)) for our Manchester Area Office, Region 4. This position is full time (40.0 hours, M-F). 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. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. Office Assistant is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in an assigned area. Clerk Typist is accountable for performing a full range of general clerical functions including basic processing, reception, filing, record keeping, bookkeeping and typing.

EXAMPLE OF DUTIES:

Typing: Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals. FILING: Sets up and maintains office procedures, filing and indexing systems and forms for own use. CORRESPONDENCE: Composes routine correspondence. REPORT WRITING: Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format). 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. 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 order supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

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.

EXPERIENCE AND TRAINING:

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 equaling six (6) months of experience.

SPECIAL REQUIREMENT:

Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

NOTE ON UNCLASSIFIED APPOINTMENTS:

Candidates appointed to unclassified positions within Connecticut Innovations, Incorporated must meet the above Experience and Training requirements. These appointments will be made in accordance with Section 32-39 (7) of the Connecticut General Statutes.

CAREER PROGRESSION:

The next higher classes in this career series are:

Motor Vehicle Examiner

Processing Technician

Secretary 1

This replaces the existing specification for the same class in the same Salary Group CL 13 approved effective March 13, 2009. (2009 SCOPE Review)

Application Instructions: Interested and qualified candidates who meet the above requirements must submit the CT-HR-12 [State of Connecticut Application for Employment](#), indicating the Job Posting No. BA46010MAN, resume, a letter of intent, and three (3) letters, or names and contact information, of professional supervisory references, State employees must submit the last two (2) service ratings in lieu of references to the address below. If faxing or e-mailing your application, please do not send the original, only (1) copy is needed.

**Department of Children and Families
Human Resources
Attn: Brenda Fournier
364 West Middle Turnpike
Manchester, CT. 06040
Fax: (860) 533-3766**

State employees must submit two most recent performance appraisals in lieu of references

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.