

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY  
OFFICE SUPERVISOR  
Full Time (Monday through Friday) - 1<sup>st</sup> Shift

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

**Open To:** Candidates on current exam list

**Location:** Willimantic Area Office - 322 Main Street, Willimantic, CT. 06226

**Job Posting No:** HR46037WIL

**Hours:** 40.0 Hours Per Week

**Salary:** \$55,836.00 - \$73,487.00

**Closing Date:** January 14, 2013

**Eligibility Requirement:**

Candidates must have applied for and passed the OFFICE SUPERVISOR 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.**

**Knowledge, Skills and Abilities:** Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable interpersonal skills; considerable oral and written communication skills; skill in performing arithmetical computations; considerable supervisory ability; considerable ability to read, interpret and apply complex materials; ability to operate office equipment which includes personal computers and other automated equipment; ability to operate office suite software;.

**Examples of Duties:** Performs a range of administrative responsibilities such as developing and maintaining office policy and procedural guidelines and/or manuals; implements and maintains statewide policy and procedural guidelines; acts as a liaison to the general public and a wide variety of people within and outside state service regarding agency policy and procedures; responds to oral and written inquiries for information and assistance; prepares and oversees preparation of various administrative, statistical and financial reports; coordinates and oversees general office business functions; prepares and oversees preparation of all personnel record keeping transactions; may be responsible for reviewing, coding and routing materials; performs related duties as required. Performs a range of supervisory responsibilities such as planning, organizing and coordinating office workflow; develops work performance and procedural standards and guidelines; determines priorities, assigns and reviews work for timeliness and conformance to agency policies and procedures; recommends staffing changes and assists in recruitment and selection of personnel; conducts performance evaluations; provides training and technical assistance; advises employees on personnel policies and procedures; handles counseling or disciplinary problems; performs related duties as required.

**General Experience:** Five (5) years of general clerical experience.

**Special Experience:** Two (2) years of the General Experience must have been as lead or supervisory experience. For state employees lead or supervisory experience is interpreted at the level of Head Clerk.

**Substitution Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years. This replaces the existing specification for the same class in the same Salary Group CL 22 approved effective June 23, 1995. (2009 SCOPE Review)

**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 a cover letter, a resume, the CT-HR12 State Application for Employment, and (3) professional reference letters, state employees must submit (2) most recent performance appraisals in lieu of references to address below. When applying please include the posting #HR46037WIL. Applications can be mailed to the address below. Applications must be post marked by the closing date to be considered.

**DEPARTMENT OF CHILDREN AND FAMILIES  
ATTENTION: HUMAN RESOURCES  
2081 SOUTH MAIN STREET  
MIDDLETOWN, CT. 06457**

**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.