

**CT DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
Office Assistant
Hartford Area Office**

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

Open To: See Eligibility Requirement

Job Posting No: LW112693HFD

Hours: Full time 40 Hours/Week

Salary: \$40,901.00 - \$53,663.00

Closing Date: October 23, 2015

The Department of Children and Families has a vacancy for an Office Assistant for our Hartford Area Office. This position is full time (40 hours; Monday - Friday) and is accountable for performing a full range of general clerical functions.

ELIGIBILITY REQUIREMENT: Candidates must have passed the Office Assistant examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Office Assistant or have attained permanent status in the class since their most recent hire date.

PREFERENCE: Preference will be given to candidates showing strong organizational skills and schedule management, proficiency in outlook, excel, & databases. Skill in performing arithmetical computations; oral and written communication skills and ability to compile and format reports from various databases.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead lower level clerical or other employees as assigned.

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.

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.

Application Instructions: Interested candidates should submit a letter of intent, resume, State Application for Employment (CT-HR-12), and State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) to Letonia Wright at the address indicated below referencing position LW112693HFD. Current State employees must also include last two performance appraisals. All other applicants must include three professional letters of references. Application packets may be mailed to the address listed below or faxed to 1-860-418-8005, no later than close of business, October 23, 2015.

**Letonia Wright
CT Department of Children & Families
Human Resources Unit
250 Hamilton Street
Hartford, CT 06106
FAX 860-418-8005**

Please note: The filling of this position shall be in keeping with established reemployment and SEBAC employment obligations.