

Department of Children and Families
**JOB OPPORTUNITY
OFFICE ASSISTANT
NEW BRITAIN AREA OFFICE**

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

Open To: The Public
Location: New Britain
Job Posting No: SB077422NB
Hours: Monday-Thursday - 9:00 a.m. - 5:00 p.m. Friday's 10:00 a.m. - 5:00 p.m. (34.0 hours weekly)
Salary: \$18.47 per hour
Closing Date: April 14, 2014

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: Duties consistent with the Office Assistant job classification.

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 equaling six (6) months of experience.

Special Requirement: 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.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested candidates may fax or mail a state application (CT-HR-12), resume, letter of intent, (for state employees) two most recent performance appraisals all others must submit three (3) letters of professional references to:

**DEPARTMENT OF CHILDREN AND FAMILIES
ONE GROVE STREET, 4TH FLOOR
NEW BRITAIN, CT 06053
ATTN: Sofia Bonilla
FAX # 1-860-920-3011**

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.