

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

OFFICE ASSISTANT

(Possible underfill as Clerk Typist)

CONNECTICUT MENTAL HEALTH CENTER

HUMAN RESOURCES

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

Open To: Candidates on the current exam list for Office Assistant and State employees currently holding the above title or those who have previously attained permanent status.

Location: 34 Park Street, New Haven, CT 06519

Job Posting No: OC85891

Hours: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week

Salary Range: \$38,552.0 - \$50,582.00

Posting Date: May 7, 2014

Closing Date: May 13, 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.**

Duties will include: Typing a variety of materials from rough copy including correspondence, memos, reports, forms, documents, etc; review and correct drafts for compliance with originals; enters and retrieves data on computer terminals; maintain logs; sets up and maintain records and Human Resources files according to established procedures; answer phones, relays calls and takes messages for the Human Resources Director and Human Resources Assistant; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; complete the processing forms for CORE-CT transactions; assists staff with FMLA, assist and train staff on CORE Self-Service and E-Pay; assigns and requests Rater Codes for both State of CT and Yale Staff for billing purposes and credentialing; transcribes and records labor management minutes, Receives, sorts and distributes mail; performs a variety of basic processing tasks; reviews materials for accuracy and completeness; manages multiple calendars; makes changes per instructions or as authorized, assists in or maintains inventory and orders supplies; must possess solid knowledge and demonstrated utilization of Microsoft Office Suite i.e. Word, Excel, Vizio, PowerPoint, and Access; strong customer service skills; performs related duties as required.

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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697

Maria.D.DeJesus@ct.gov

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. **(NP-3)**