

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

Processing Technician

Health Care Quality & Safety – Practitioner Licensing & Investigations

POSTING DATE: December 6, 2013

CLOSING: December 13, 2013*

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

OPEN TO: STATE Employees who are on a current certification list

POSITION CONTROL NUMBER: 103075, 106599PD **NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: CL 16/\$44,038- \$57,588

NOTE: Candidates must have applied for and passed the **Processing Technician** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class 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.**

Preferred Skills:

- Experience in establishing and maintaining an electronic filing system;
- Experience providing quality customer service via email and verbally;
- Experience in reading comprehending and applying laws, regulations, and procedural guidelines;
- Experience in examining documents for accuracy and completeness;
- Experience working independently and in a team environment;
- Experience in composing correspondence and forms;
- Experience organizing and coordinating workflow.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability:

Knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to compose effective correspondence and forms; ability to read, comprehend and apply laws, regulations, and procedural guidelines; ability to organize and coordinate workflow; ability to articulate ideas and information effectively; ability to perform research assignments; ability to devise and maintain record keeping and filing systems; ability to examine documents for accuracy and completeness; ability to operate office equipment including personal computers, computer terminals and other electronic equipment; ability to operate office suite software.

EXPERIENCE AND TRAINING

General Experience:

Three (3) years' clerical work experience.

Special Experience:

One (1) year of the General Experience must have involved a full range of clerical duties as an Office Assistant, Interpreter Clerk or its equivalent.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308

FAX: 860-509-7184 (if faxing, only one application is necessary)

EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.