

Southwest Connecticut Mental Health System
JOB OPPORTUNITY
Data Processing Operations Support Assistant
SW28010
Quality Information Systems Department (QISD)

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

Open To: State Employees

Location: Greater Bridgeport Community Mental Health Center, 1635 Central Avenue, Bridgeport, CT

Unit: Quality Information Systems Department (QISD)

Salary: \$33,558

Job Posting No: SW28010

Hours: 1st shift, 8:00 am - 4:30 pm, Monday through Friday, 40 hours per week.

Posting Date: January 8, 2013

Closing Date: January 14, 2013

Duties included but not limited to: The Data Processing Operations Support Assistant will perform various IT support functions, including but not limited to, staffing the local IT help desk, answering requests for IT assistance, answering simple questions him/herself and directing calls to needed IT staff. Assisting Technical staff in deploying and supporting local SWCMHS IT systems (a moderate level of lifting and bending will be required). Performing some data entry functions as required in the evolving IT environment. Performs related duties as required.

Knowledge, Skills and Abilities: Basic knowledge of general computer operations principles, practices and procedures; basic interpersonal skills; ability to operate a computer terminal and related equipment; ability to perform basic tasks such as coding, sorting, alphabetizing and numeric ordering; ability to follow written and oral instructions.

Experience and Training: Any experience and training which would provide the knowledge, skills and abilities listed above.

Special Requirement: Must possess, retain and carry valid Connecticut Drivers License. Travel in the community is required.

Working Conditions: Incumbents in this class may be required to work in a noisy environment, in tiring positions performing repetitious and monotonous tasks for extended periods of time and perform a moderate amount of lifting light to medium weights, bending and reaching.

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 must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Gabriela S. Flores, Human Resource Associate
Southwest Connecticut Mental Health System
Human Resources, 97 Middle Street , Bridgeport CT 06604
Fax: (203) 579-6315
Email: SWCMHS.recruit@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.