

OFFICE OF THE STATE COMPTROLLER  
JOB OPPORTUNITY  
DUPLICATING TECHNICIAN 1 (Part-Time – 19 Hours Work Week)

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

**Open To:** The Public  
**Location:** Retirement Service Division- 55 Elm Street, Hartford, CT 06106  
**Job Posting No.** 101074  
**Hours:** 19 Hours per Week  
**Salary:** \$17.73 per hour (TC 12)  
**Closing Date:** May 14, 2012

The Retirement Service Division of the Office of the State Comptroller (OSC) is currently recruiting to fill a Part-time Duplicating Technician 1 position. The position is accountable for independently performing a full range of duties involved in operating a variety of duplicating equipment and microfiche equipment.

**Eligibility:** State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer.

**Example of Duties:**

This position is responsible for operation of the Vignette Imaging System to image all State Employee Retirement Applications and Municipal Employee Retirement Applications; prepares documentation for proper sequencing into the imaging system; convert microfiche to optical images; perform recordkeeping and inventory of documents under the State Record Retention Guidelines for storage of imaged documents; performs daily routine maintenance on the scanner equipment; other related duties as required.

**Minimum Qualifications Required**

**Knowledge, Skill and Ability:**

Knowledge of layout and design involving preparation of mechanicals; some interpersonal skills; some oral and written communication skills; ability to operate various duplicating equipment; ability to identify duplicating problems and propose solutions; ability to understand and effectively carry out oral and written instructions.

**EXPERIENCE AND TRAINING:**

**General Experience:** One (1) year's experience in the operation, adjustment and maintenance of duplicating equipment or in the production or mechanicals including design and layout.

**WORKING CONDITIONS:**

Incumbent may be required to lift moderate weight; may be exposed to noise and risk of injury from duplicating equipment.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements must complete and forward the appropriate signed State Application Form (CT-HR-12). **Please indicate the position number on the application form** and forward the original application and one copy no later than the closing date at the top of this announcement to:

**Grace Soares, Human Resources Associate**  
**Office of the State Comptroller**  
**Human Resources Office**  
**55 Elm Street, Room 208, Hartford, CT 06106**  
**Phone: (860) 702-3322**  
**Fax: (860)702-3324(If faxing, only one application is necessary.)**  
**E-mail: [grace.soares@po.state.ct.us](mailto:grace.soares@po.state.ct.us)**

The State Application (CT-HR-12) may be obtained from the Department of Administrative Services website at: [www.das.state.ct.us](http://www.das.state.ct.us) or at the Office of the State Comptroller's Human Resources Office.

**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.