

DEPARTMENT OF LABOR
JOB OPPORTUNITIES
EMPLOYMENT SECURITY INTERMITTENT INTERVIEWER
(DURATIONAL POSITIONS THROUGH MARCH 1, 2013)
HAMDEN AND HARTFORD CALL CENTERS

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Locations: (J) Hamden
(Q) Hartford
Job Posting No: 490
Hours: 40 hours per week, 8:00 a.m. – 4: 30 p.m.
Salary: \$18.52 hourly
Closing Date: October 3, 2012

Eligibility Requirement: Graduation from high school and two (2) years of employment in responsible clerical or public contact work, human resources development or community action programs; or college training** on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience.

Position expiration: These positions are approved through March 1, 2013. There are no benefits associated with these positions.

Please Note: During periods of high Unemployment Insurance filing operational hours may be 7:00 a.m. – 6:00 p.m. and actual hours of work will be assigned by the agency. Candidates must be flexible and available to work between those hours. Eligible fluent bi-lingual individuals are encouraged to apply.

Duties: Takes and reviews claims for benefits under regular and special programs; authorizes payments or in questionable cases recommends investigation; conducts benefits rights interviews to explain claimants rights and responsibilities; re-interviews claimants periodically to determine continued eligibility; contacts employers to elicit information necessary for payment of claims; answers inquiries concerning Unemployment Compensation; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of principles and techniques of interviewing; interpersonal skills; oral communications skills; skill in arithmetical computations; ability to interpret Unemployment Compensation laws and regulations; familiarity with occupational problems and practices.

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 a cover letter, State of Connecticut Application for Examination or Employment (CT-HR-12), and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. Current Department of Labor employees are not required to submit the Pre-Authorization and Release form. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 490. Applications will not be considered if incomplete, missing materials, late, or postmarked after the above closing. Submit via mail or fax to:

DEPARTMENT OF LABOR – HUMAN RESOURCES
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX NUMBER (860) 263-6699

Please note: If you are choosing to fax your application, it is not necessary to also send the original. Due to the large number of expected applicants, we cannot confirm receipt of application materials or accept phone calls regarding the status of filling these positions.

**You do not have to supply evidence of your college credits (an official college/university transcript) with your application package. However, this information will be required before a bona fide offer can be made. If your college credits are from outside of the United States, you must submit certification from an accreditation services agency. The accreditation services agency must certify that your college credits equates to the accreditation of an American school or university.

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.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed _____ Signature of Applicant _____

As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed _____ Signature _____

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link: http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf

