

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY
DIVISION--OFFICE OF THE EXECUTIVE ADMINISTRATOR
JOB OPPORTUNITY**

CLERK TYPIST (part-time), JOB CLASS 2008 PCN 107742

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

Open To: The Public
Location: 18-20 Trinity St., Hartford, CT
Hours: 15 hours per week, Monday-Thursday, day shift (part-time, ineligible for insurance benefits)
Salary: CL-10 \$16.56/hr
Closing Date: March 14, 2014 - must be received no later than 5 pm

Eligibility Requirement:

Six (6) months as a Typist or its equivalent.

Minimum Qualifications Required Knowledge, Skill and Ability:

Knowledge of office systems and procedures including proper use of telephone and filing systems; oral and written communication skills; basic interpersonal skills; customer service skills; ability to perform a full range of clerical tasks; ability to operate automated office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate MS Office suite software.

General Experience and Substitution Allowed: Six (6) months as a typist or its equivalent. Graduation from high school with coursework in typing may be substituted for General Experience.

Example of Duties:

- Functioning as the receptionist, answers telephone calls and greets visitors, and directs them to appropriate staff;
- Schedules meetings and reserves meeting rooms;
- Receives, sorts and distributes mail and other deliveries to appropriate recipients, and prepares mass-mailings;
- Files business documents according to established procedures, maintains a file of records for proper storage, and retrieves documents and files as necessary;
- Maintains an inventory of office supplies, and takes appropriate action to replenish stock items;
- Photocopies and collates documents for the Agency as well as for the Divisions;
- Performs other clerical duties as assigned.

Application Instructions:

Qualified candidates must submit a cover letter, describing your suitability for the position, and the required CT-HR-12 State Employees Application, available online at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department
18-20 Trinity St. 5th Floor, Hartford, CT 06106

Preferred method of submission: by secure Fax to 860-622-4927 OR attached to e-mail sent to OGA.HR@ct.gov
Refer to PCN 107742

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

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.