



STATEWIDE PROMOTIONAL EXAMINATION

HEAD CLERK

ANNUAL \$42,039
SALARY: \$55,131

SALARY
GROUP: CL 15

APPLICATION CLOSING
DATE: NOVEMBER 5, 2013

EXAM
NO: 131200SPJR

PURPOSE OF CLASS: In a state agency this class is accountable for acting as a working supervisor for other employees in the performance of a range of general clerical work or for functioning as an assistant to an Office Supervisor.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY NOVEMBER 5, 2013 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Three years of general clerical experience.

SPECIAL EXPERIENCE: One year of the General Experience must have involved a full range of general 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 15 semester hours equalling six months of experience to a maximum of two years.

SPECIAL REQUIREMENT: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (G.E.D.) certification by the time of permanent appointment.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of office systems and procedures; ability to perform a full range of clerical tasks; interpersonal skills; oral and written communications skills; skill in performing arithmetic computations; ability to schedule and prioritize workflow; ability to operate office equipment which may include personal computers, computer terminals or other electronic equipment; ability to read, understand and apply a variety of materials; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)

PART
WRITTEN

WEIGHT
100%

THE EXAMINATION WILL BE HELD ON: WEDNESDAY, DECEMBER 18, 2013.

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by November 5, 2013. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.state.ct.gov/employment>) or at any state agency.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

6869

October 21, 2013

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, persons with disabilities and military veterans.