

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY**  
**Office of State Ethics**  
**JOB OPPORTUNITY**  
**OFFICE ASSISTANT (PART-TIME) JOB CLASS 7086CL PCN 00101056**

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

**Open To:** **Candidates on a current examination list**

**Location:** 18-20 Trinity St., 2<sup>nd</sup> Floor, Hartford CT 06106

**Hours:** 19.50 Hours 10 am – 2:30 pm, no benefits

**Hourly Rate:** CL13 -- \$17.93/Hour

**Closing Date:** 4/13/12 Must be received by Close of Business (5 pm)

**Eligibility Requirement:**

Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**General Experience:**

Two (2) years' general clerical work experience.

**Substitution Allowed:**

College training may be substituted for General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

**Minimum Qualifications required - Knowledge, Skill and Ability:**

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

**Example of Duties:**

1. Answer and direct calls to appropriate staff member
2. Answer general and basic technical questions about filing systems.
3. Maintain paper files for filing systems.
4. Send Grace Period Letters to Non-Filers.
5. Record/Process receipts of Lobbyist Fees
6. Prepare Exhibits for Hearings.
7. Send notices of Hearing; Draft/send Settlement Acknowledgement.
8. Set up Hearing Room and operate recording device at meetings and hearings.
9. Generate SFI departure report from CORE-CT and send departing SFI notices.
10. Provide support for divisions.
11. Prepare and send monthly Board meeting materials.
12. Other clerical duties as assigned.

**Note:**

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

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and the required CT-HR-12 State Employees Application available online at <http://das.ct.gov/cr1.aspx?page=27> to:

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY**  
18-20 Trinity St. 5<sup>th</sup> Floor  
Hartford, CT 06106  
Attn: Kathleen Howe, Human Resources  
Fax 860-622-4927  
[OGA.HR@ct.gov](mailto:OGA.HR@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.