

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
OFFICE OF STATE ELECTION ENFORCEMENT COMMISSION  
JOB OPPORTUNITY**

**CLERK TYPIST, JOB CLASS 2008 PCN 89731**

**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:** 40 hours per week, Monday-Friday day shift, full-time (eligible for insurance benefits)  
**Salary:** CL-10, Bi-weekly \$1,324.33  
**Closing Date:** October 4, 2013 - 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 and other electronic automated office equipment; ability to use 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 a receptionist, answers telephone calls and greets visitors, and directs them to appropriate staff;
- Answers general and basic technical questions concerning the agency's campaign filing systems;
- Receives, sorts and indexes campaign filing statements;
- Receives, sorts and distributes mail and other deliveries promptly and accurately to appropriate recipients;
- Files documents according to established procedures, and maintains a file of records for proper storage;
- Prepares, sends and tracks routine correspondences, such as late-filing notices and notices of Hearings;
- Using simple arithmetic computations, may record and process receipts for payment of fees;
- Using automated office equipment, may photocopy and assemble exhibits, documents, and other materials for Hearings and Board meetings;
- 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](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](mailto:OGA.HR@ct.gov)  
Refer to PCN 00089731

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.