

**State of Connecticut
Department of Social Services
Job Opportunities**

INTERPRETER CLERK

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

Posting Date: May 10, 2012

Closing Date: May 18, 2012

The Department of Social Services is currently accepting applications for the classification of Interpreter Clerk. The positions will be in located in our Southern and Western Regions.

Open To: Candidates on a current examination list

Position: Interpreter Clerk (CL-13)

Salary Range: \$37,429.00 - \$49,108.00 (Annually)

Bargaining Unit: Administrative Clerical (NP-3)

**Locations: 1642 Bedford Street, Stamford, CT (Position No. 33142)
194 Bassett Street, New Haven, CT (Position No. 32938)
117 Main Street Ext., Middletown, CT (Position No. 32773)**

PLEASE SPECIFY ON THE CT-HR-12 WHICH LOCATION(S) YOU ARE APPLYING FOR

DUTIES AND RESPONSIBILITIES:

Acts as an interpreter for staff in cases and work situations involving non-English speaking clients or individuals; translates letters and other documents; prepares correspondence; may perform general clerical functions such as processing and maintaining records and files; may operate office equipment including personal computers or other electronic equipment; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Interpersonal skills; ability to speak, read and write both English and another appropriate language and to communicate information in either language to clients, staff and others; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING:

Any experience or training which would be expected to provide the knowledge, skills and abilities outlined above.

Note: This position may be filled by candidates from the mandatory Re-employment and Sebac Lists, which we are obligated to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a **State of Connecticut Application for Examination or Employment (CT-HR-12)**. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Department of Social Services
Human Resources Division
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY FRIDAY, MAY 18, 2012, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer