

DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITIES  
OFFICE ASSISTANT

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

The Department of Social Services is currently accepting applications to fill Office Assistant positions within our Regional Offices.

**Open To:** Candidates on a current examination list  
**Position:** Office Assistant (CL-13)  
**Location:** Various Regional Locations  
**Job Posting Numbers:** 33611 and 82017  
**Hours:** Monday thru Friday, 8:00am – 4:30pm, 40 hours per week  
**Salary Range:** \$37,429.00 - \$49,108.00 Annually  
**Closing Date:** August 16, 2012

**Eligibility Requirements:** Candidates must have applied for and passed the Office Assistant examination 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. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties and Responsibilities:** Assists with all Social Services processing functions such as: Types variety of materials; enters & retrieves data; files; sets up files & maintains office procedures; closes records of cases; acts as backup to switchboard & mailroom as needed, picks up voicemail-distributes messages; composes routine correspondence; compiles & completes various reports requiring judgment in selection of & presentation of data; provides general information in response to questions regarding agency's services; responds to inquiries from other work units or departments and/or agencies; responds to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions. Maintains calendars or files of due dates; initiates recurring work or special projects accordingly; processes a variety of documents; reviews incoming materials for accuracy; uses a variety of automated equipment to perform job functions; and performs other related duties as required.

**EXPERIENCE AND TRAINING:** OFFICE ASSISTANT

General Experience: Two (2) years' general clerical work experience.

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

**Note:** These positions will be filled by the mandatory Re-employment and SEBAC Lists, which we are obligated to use.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should submit three (3) letters of reference and a completed State of Connecticut Application for Examination of 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 Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION FORMS). Please mail or fax your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Human Resources Division  
Department of Social Services  
25 Sigourney Street  
Hartford, CT 06106

Fax: (860) 951-2979 or (860) 424-5585

**APPLICATIONS MUST BE RECEIVED BY THURSDAY, AUGUST 16, 2012 CLOSE OF BUSINESS.**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.