

STATE OF CONNECTICUT
DEPARTMENT OF REHABILITATION SERVICES
CLERK TYPIST

Posting Date: November 1, 2012

Closing Date: November 14, 2012

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

The Department of Rehabilitation Services presently is recruiting to fill one (1) Clerk Typist position located at the Ansonia Office in its Bureau of Rehabilitation Services (BRS) Southern Region. The target job class to which the incumbent in this Clerk Typist position may be promoted after successfully meeting all qualifying promotional criteria is Secretary 1.

OPEN TO: Current State Employees and the Public

POSITION: Clerk Typist - (NP-3 Administrative Clerical Bargaining Unit)

JOB POSTING NO: 32338

HOURS: Monday – Friday 40 Hours-Per-Week

LOCATION: BRS Ansonia Office, 158 Main Street, Ansonia, CT 06401

SALARY RANGE: \$33,558.00 - \$42,420.00 Annually - (Salary Grade CL10)

CLOSING DATE: November 14, 2012

DUTIES AND RESPONSIBILITIES: Responsible for a full range of general clerical functions including basic processing, reception, filing, record keeping, bookkeeping and typing.

EXAMPLES OF DUTIES:

- 1. TYPING:** Using a typewriter, personal computer and other electronic equipment types materials from rough copy or electronic recording device including correspondence, memos, reports, forms, applications, bills and other documents and records with speed and accuracy; reviews and corrects drafts for conformance with originals; enters and retrieves data on personal computers and computer terminals.
- 2. FILING:** Maintains logs; sets up and maintains records and files according to established procedures; (e.g. alpha, numeric or chronological order); searches files for information.
- 3. CORRESPONDENCE:** Prepares and sends out standard form letters making minor revisions or additions.
- 4. REPORT WRITING:** Compiles information from standard sources and prepares reports.
- 5. INTERPERSONAL:** Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk).
- 6. PROCESSING:** Receives, sorts and distributes mail; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness (ensures categorical information is completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; does routine posting to ledgers, account books or other records; receives payments for licenses, bills, applications, fines and fees, etc.; prepares, totals and balances receipts; prepares cash transmittal/deposit slips; types and prepares purchase requisitions, orders or billing invoices according to established procedures; assists in or maintains inventory and orders supplies; performs related duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITY: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

EXPERIENCE AND TRAINING: Six (6) months as a Typist or its equivalent.

SUBSTITUTION ALLOWED: Graduation from high school with coursework in typing.

Note: Priority consideration will be given as required to mandatory candidates on current Reemployment / SEBAC Lists.

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 Services 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 mail or fax your completed State of Connecticut Application For Examination or Employment (CT-HR-12) to:

**Melvin A. Jackson, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street, Hartford, CT 06106
Fax: (860) 951-2979**

APPLICATIONS MUST BE RECEIVED ON OR BEFORE NOVEMBER 14, 2012

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.