

INSURANCE DEPARTMENT

JOB OPPORTUNITY

CLERK TYPIST
Licensing Unit

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

Open To: The Public
Location: 153 Market Street, Hartford, CT 06103
Job Posting No: 9153
Hours: 8:00 a.m. to 4:30p.m. (40 hours per week)
Salary: (CL 10-1) \$33,558 - \$42,420 annually
(note: new hires to state employment start at the minimum salary range of \$33,558 annually)
Closing Date: August 31, 2012

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

The Connecticut Insurance Department is recruiting for a Clerk Typist for the Licensing Unit to process address changes, license applications; scanning, phone coverage; filing; open, sort and distribute mail; provide customer service for Producers and Agents, and post incoming license applications and renewal checks. This position will also serve as the primary back-up for our Switchboard/Receptionist area.

Knowledge, Skills and Abilities: 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.

General Experience: Six (6) months as a Typist or its equivalent.

Substitution Allowed: Graduation from high school with coursework in typing.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and State Application Form CT-HR-12 (state application form CT-HR-12 may be accessed at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf.) by close of business on ***Friday, August 31, 2012 to:**

**Carmen Hernandez, Human Resources Assistant
Insurance Department
P.O. Box 816
Hartford, CT 06142-0816**

OR

E-MAIL: CID.HR@CT.GOV

Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

***Incomplete or late application packages will not be considered.**

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.