

INSURANCE DEPARTMENT
JOB OPPORTUNITY

CLERK TYPIST

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: 9089
Hours: Full-time (40 hours per week) 8:00 a.m. – 4:30 p.m.
Salary: (CL 10-1) \$33,558 annually
Closing Date: July 23, 2012

The Connecticut Insurance Department is recruiting for a Clerk Typist position to serve as the receptionist/switchboard operator to handle a multi-line phone system. This position would require a candidate with strong customer service, organizational and communication skills.

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

Duties include: Answering multi-line phone system, forward incoming calls to various division/units of the Insurance Department; greet and direct visitors; responsible for accepting and processing Service of Process (Writ) documents. This entails verifying the Writ received is acceptable through the CRIS system by checking Company's name and agent of service; ensure proper signatures are on the document, collection of fees associated with the writ, maintaining a daily log, entering information on a spreadsheet to submit to the Business Office; communicate /correspond with Marshals, Law Offices, and Insurance Companies on issues or information regarding the writ; accept fees on Small Claims and Hospital liens.

Knowledge, Skills and Abilities: Knowledge of operating a multi-line phone system; 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 skills; 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 ***Monday, July 23, 2012 to:**

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

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

OR

Email: CID.HR@CT.GOV

***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.