

State of Connecticut
JOB POSTING

**DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
MESSENGER & SUPPLY CLERK
OPERATIONS DIVISION**

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

Open To: Open to the Public
Location: 55 Farmington Avenue, Hartford, CT
Job Posting No. 109667
Hours: 40 Hour Work Week
Salary: \$32,502/annual (CL07/1)
Closing Date: October 7, 2014

The Department of Administrative Services is seeking a results-oriented team player with good leadership, communication and interpersonal skills for a Messenger & Supply Clerk assigned to the Bureau of Enterprise Systems and Technology/Operations Division in Hartford.

Duties and Responsibilities:

- Opens, time stamps, sorts, and distributes mail, forms, and other material.
- Purchase toner for all printers/copiers and install when needed.
- Oversees office supplies storeroom; prepares and signs off on requisitions for office supplies; runs inventory reports when needed.
- Responsible to deliver office supply items.
- To maintain a supply of copy paper and deliver to work areas.
- May make bank deposits, related banking transactions and obtain deposit slips.
- May operate an address labeler, copy machine, and other office equipment; may assist in making minor emergency repairs to office equipment.
- Be able to input information on a computer for record keeping.
- May be required to perform tape processing services with appropriate training.
- Degauss media and schedule pick up for destruction.
- May be required to coordinate and set up conference room and PC video equipment for meetings.
- Working with the floor contacts or tenant liaisons, and be liaison to building management. Requires taking employee building related issues and reporting them. Maintaining this on computer software.
- Be a liaison to the Statewide Security Unit. This person will be the contact for identification badges and security access cards that need to be made, deactivated, changed, etc.
- Able to book conference rooms through building management.
- May work with Human Resources in maintaining a spreadsheet of assigned parking and give out parking permits.

- Coordinate and help in the internal move of employee workstations.
- Maintain the keys and mileage sheets for BEST state vehicle for the use of all employees. At the beginning of each month the mileage sheet must be reported to DAS/Fleet electronically. Car wash tickets are held and reported also.
- Maintain all the master keys for laptop cable locks.
- Maintain a supply of disaster recovery items in stock.
- Maintain the schedule and reservations for three projectors and one conference phone.

PREFERRED SKILLS:

- Knowledge with MS Word and Excel to perform clerical duties; performs related duties as required.

REQUIRED SKILLS:

- Must have a valid driver's license and good driving record.
- Required to deliver and receive IT equipment and packages to primary and secondary data center locations.
- Deliver packages and runs errands within and outside the Department such as Post Office, other State agencies, Primary and Alternate data Centers, BCP/DR facilities and central supplies warehouse.
- Package, delivery and perform tape management services within and outside the Department such as other State agencies, Primary and Alternate data Centers, BCP/DR facilities and records management vendor.

KNOWLEDGE, SKILL AND ABILITY:

Basic interpersonal skills; ability to operate folding, sealing, addressing, stamping, and other related office machines; ability to follow written and oral instructions.

EXPERIENCE AND TRAINING:

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

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a State Application (HR-12), and the last two service ratings to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
ATTENTION: LORRAINE VITTNER
55 FARMINGTON AVENUE
HARTFORD, CT 06105
Fax# (860 622-2617)
lorraine.vittner@ct.gov**

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.