

OFFICE OF GOVERNMENTAL ACCOUNTABILITY
ELECTIONS ENFORCEMENT DIVISION
JOB OPPORTUNITY
OFFICE ASSISTANT Class Code 7086

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

Open To: **Candidates on a current examination list.**
Location: 18-20 Trinity St., Hartford, CT 06106
Hours: Full Time 40 Hours/Week
Salary: CL13 \$37,429.00 -- \$49,108.00
Closing Date 3/20/2012
Job Posting Number: 0089731

Eligibility Requirements: Candidates must have applied for and passed the Office Assistant Exam and be on the current certification list promulgated by the Department of Administrative Services (DAS) 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.

General Knowledge: Knowledge of office systems and procedures including proper telephone usage and filing; Interpersonal skills conducive to working with a team; skill in performing arithmetical computations; good interpersonal skills; ability to perform a full range of clerical task; experience utilizing a computer to process and extract data; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

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.

Example of Duties:

- Handle incoming calls and direct to appropriate units.
- Type, print, and mail correspondence regarding campaign filing requirements.
- Scanning and indexing of campaign documents.
- Process incoming mail.
- Prepare reports summarizing a variety of financial data (Excel and Word).
- Maintain inventory of office supplies.
- Assemble packets of informational materials for training sessions.
- Respond to public inquiries for training materials and general information.
- Greet and direct public.

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 via mail, fax or email, a cover letter, a resume, and the required CT-HR-12 State Employees Application available online at [http://www.das.state.ct.us/HR/Forms/ct-hr-12 application.pdf](http://www.das.state.ct.us/HR/Forms/ct-hr-12%20application.pdf) to::

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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.