



Department of
ADMINISTRATIVE SERVICES
Job Postings



DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
OFFICE ASSISTANT (Part-Time)
FLEET OPERATIONS/New Haven Garage

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

Open To: CANDIDATES ON A CURRENT EXAMINATION LIST

Location: FLEET – New Haven Garage, 140 Pond Lily Avenue, New Haven, CT

Job Posting No: 0106250

Hours: Part-Time – 25 hrs/week

Salary: CL13: Salary Range: \$19.59/hr - \$25.71/hr
Incumbents new to State employment start at the minimum of the salary range

Closing Date: February 20, 2017

The Department of Administrative Services' FLEET Operations is seeking a team player with proven communication and interpersonal skills to fill a part-time Office Assistant position, located at our FLEET garage in New Haven, CT.

Eligibility Requirement: 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 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.

Knowledge, Skills and Abilities: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

PREFERRED CANDIDATES:

The preferred candidate will:

- Have administrative experience working in a large Fleet operation;
- Have experience with Microsoft Word and Excel;
- Have experience with Fleet dedicated software.

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 equalling six (6) months of experience.

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 an Application for Employment [CT-HR-12](#) to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
SmART HUMAN RESOURCES
450 COLUMBUS BLVD., SUITE 1404
HARTFORD, CT 06103
ATTN: Theresa Judge, Human Resources Specialist
FAX to: 860-622-2964

Or

E-MAIL to: theresa.judge@ct.gov

JOB POSTING NO. 0106250 MUST BE LISTED ON YOUR APPLICATION. INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE FEBRUARY 20, 2017 DEADLINE 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.