

State of Connecticut
JOB POSTING

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
OFFICE ASSISTANT
Fiscal Division/Asset Management Unit

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

Open To: Candidates on a current **OFFICE ASSISTANT** examination list **or** Current State Employees who meet the Eligibility Requirement Outlined Below

Location: Hartford, CT

Job Posting No: 00103082

Hours: 40 Hours per Week -

Salary: CL 13 (\$37,429 or \$1,434.07 biweekly - \$49,108 or \$1,881.54 biweekly)

Closing Date: November 19, 2012

Asset management is a systematic process of operating, maintaining, upgrading, and disposing of assets cost-effectively. The Office Assistant will be accountable for all phases of asset management from the acquisition of an asset to the disposition of an asset. The selected candidate will be responsible for:

- the reconciliation of all asset records to CORE-CT as well as the reconciliation of records to the Surplus system
- decisions involving lost or stolen assets and preparing the appropriate paper work for the Auditors, Comptrollers, and State Police
- determining the condition of assets using the useful life assets which differs from one category to another
- making decisions to transfer, surplus or dispose of an asset
- the transfer of data from the asset scanners into the CORE-CT system and reconciling all exceptions which includes researching the asset history through requisition, purchase, receiving, placing, transferring, surplus, and disposing of the asset.
- assisting the supervisor with the preparation of the annual CO-59 report to the Comptroller which includes the reporting of all capitalized assets, building and any improvements, easements, software, all agency vehicles, art and paintings

The Asset Management Unit is responsible for the maintenance of over 20,000 assets located throughout the State of Connecticut. The selected candidate must be knowledgeable and apply the policies and procedures in the State Property Control manual as well as state statutes and regulations pertaining to controllable, capitalized, disposable, and intangible assets.

Preferred Knowledge and Experience

- Core-CT Experience
- Experience with creating Excel spreadsheets
- Inter- personal skills including the ability to communicate with people of all levels, from co-workers to Commissioners

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.

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, the last 2 performance evaluations, and a State Application for Employment (CT-HR-12) by November 19, 2012 to:

Eileen Morin
Department of Administrative Services
165 Capitol Avenue, 5-E
Hartford, CT 06106
Or
Fax: (860) 713-7473

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.