

DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE ASSISTANT

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

Open To: Candidates on current exam list

Location: New Britain Office - 1 Grove Street New Britain, CT 06053

Job Posting No: DF46721NB

Hours: 40 hours/Week

Closing Date: November 30, 2012

Eligibility Requirement: **This is a competitive position. State employees currently holding the above title or those who have previously attained permanent status in the class 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.**

Examples of Duties: This position is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in the assigned area.

Minimum Qualifications Required Knowledge, Skill and Ability: 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.

General Experience: Two (2) years general clerical work experience.

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

Application Instructions: The Department of Children and Families is recruiting for an Office Assistant in the New Britain Office. This vacancy is full-time, 40 hours per week. Scheduled hours are Monday through Friday, 8:00 am - 5:00 pm. Interested candidates must be on the current DAS exam list for Office Assistant at the time of application or have permanent status in this class. For the complete job description and requirements click on the class code. To apply you must submit a CT-HR-12 (employment application), resume, letter of intent, and three (3) letters of professional supervisory reference. Current State employees must submit their two most recent performance appraisals in lieu of references. The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations. Please reference posting DF46721NB in all correspondence. Applications may be faxed or mailed to the New Britain Area Office.

DEPARTMENT OF CHILDREN AND FAMILIES
ATTENTION: JODI GRASSO - HUMAN RESOURCES
1 GROVE STREET, 4TH FLOOR
NEW BRITAIN, CT 06053
FAX 860.707.1960

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.