OFFICE OF THE CHIEF MEDICAL EXAMINER

JOB OPPORTUNITY

POSITION: Clerk Typist (full-time)
Pathology Services, Medical Records

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

Open To: The Public

Location: Office of the Chief Medical Examiner (UCONN Health Center Campus) Farmington

Hours: 1st Shift, Monday through Friday

Salary: Bi-weekly salary range is $1,405.02 - $1,776.06 (CL-10)

Closing Date: Friday, January 6, 2017

Eligibility Requirement: Eligible candidates must meet all minimum requirements. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Examples of Duties (Office of the Chief Medical Examiner): TYPING: Using a typewriter, personal computer and other electronic equipment to type a variety of materials from rough copy or electronic recording device including correspondence, memos, reports, forms, applications, bills and other documents and records with speed and accuracy; reviews and corrects drafts for conformance with originals; enters and retrieves data on personal computers and computer terminals. FILING: Maintains logs; sets up and maintains records and files according to established procedures; (e.g. alpha, numeric or chronological order); searches files for information. CORRESPONDENCE: Prepares and sends out standard form letters making minor revisions or additions. INTERPERSONAL: Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk). PROCESSING: Scans correspondence; pulls and attaches related materials; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness (ensures categorical information is completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

General Experience: Six (6) months as a Typist or its equivalent.

Special Experience: None required.

Substitution Allowed: Graduation from high school with coursework in typing.

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 must submit a completed Application for Examination or Employment (form CT-HR-12) along with a cover letter and resume.

OFFICE OF THE CHIEF MEDICAL EXAMINER
HUMAN RESOURCES
11 SHUTTLE RD.
FARMINGTON, CT 06032
FAX: 860-679-1317
OR EMAIL ADDRESS: nbrown@ocme.org

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.