



STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD



EMPLOYMENT OPPORTUNITY

***OFFICE ASSISTANT – THREE POSITIONS
LICENSING DIVISION***

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: See Eligibility Requirement

Location: 410 Capitol Avenue, Hartford, CT 06134

Hours: 8:00 a.m. – 4:30 p.m.

Job Posting #: #007 – 110408, 110409, 110410

Salary Range: \$39,709 - \$52,100*

Closing Date: January 30, 2015

Note: *New hires to state employment start at the minimum of the above salary range.

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Office Assistant exam and be on the current certified list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.** State employees who have previously attained permanent status and are eligible for appointment may also apply.

EXAMPLE OF DUTIES:

This individual will be responsible for a full range of duties that include: Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals; sets up and maintains office procedures, filing and indexing systems and forms for own use; composes routine correspondence; compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format); provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions; maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase

requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

GENERAL KNOWLEDGE:

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 may include personal computers, computer terminals, or other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

MINIMUM EXPERIENCE AND TRAINING REQUIRED:

General Experience:

Two (2) years' general clerical work experience.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Preferred Experience:

Applicant should provide evidence of the following experience in his or her application materials:

- Experience independently reviewing documentation for completeness and accuracy in accordance with agency policies and/or state statutes and regulations.
- Experience exercising discretion in choosing appropriate procedures necessary for follow-up.
- Experience composing standard letters to individuals regarding outstanding documentation to solicit additional information.
- Experience entering and retrieving data in a data system.
- Experience maintaining a management system to track timely receipt of required documentation.
- Experience working as part of a team.

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

APPLICATION PROCEDURE:

All required documents must be received by close of business on the closing date in order to be considered for an interview. Interested candidates should reference job announcement #007 – 110408, 110409, 110410 in the application materials and submit the following documents to the address listed below:

1. A letter of application and resume with details of experience and training.
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two (2) most recent service ratings in addition to the above documents.

**Office of Early Childhood
165 Capitol Avenue, Room G-16
Hartford, CT 06106
ATTN: Mr. Chris Beloff
TEL: (860) 713-6697**

Applications will be accepted via U.S. mail or hand delivery only.

The Office of Early Childhood is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Office of Early Childhood does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Office of Early Childhood does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Office of Early Childhood's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER