

OFFICE OF GOVERNMENTAL ACCOUNTABILITY
Office of State Ethics
JOB OPPORTUNITY
OFFICE ASSISTANT (PART-TIME) JOB CLASS 7086CL PCN 00101056

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

Open To: The Public
Location: 18-20 Trinity St., 2nd Floor, Hartford CT 06106
Hours: 19.50 Hours 10 am – 2:30 pm, no benefits
Hourly Rate: CL13 -- \$17.93/Hour
Closing Date: 4/23/12 Must be received by noon

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.

General Experience:

Two (2) years' general clerical work experience.

Substitution Allowed:

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

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.

Example of Duties:

1. Answer and direct calls to appropriate staff member
2. Answer general and basic technical questions about filing systems.
3. Maintain paper files for filing systems.
4. Send Grace Period Letters to Non-Filers.
5. Record/Process receipts of Lobbyist Fees
6. Prepare Exhibits for Hearings.
7. Send notices of Hearing; Draft/send Settlement Acknowledgement.
8. Set up Hearing Room and operate recording device at meetings and hearings.
9. Generate SFI departure report from CORE-CT and send departing SFI notices.
10. Provide support for divisions.
11. Prepare and send monthly Board meeting materials.
12. Other clerical duties as assigned.

Note:

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

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and the required CT-HR-12 State Employees Application available online at <http://das.ct.gov/cr1.aspx?page=27> to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY
18-20 Trinity St. 5th Floor
Hartford, CT 06106
Attn: Kathleen Howe, Human Resources
Fax 860-622-4927
OGA.HR@ct.gov

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.