

State of Connecticut
JOB POSTING

Office of Policy and Management
Job Opportunity
Confidential Clerk Typist
Office of the Secretary

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

Open To: The Public
Location: 450 Capitol Avenue, Hartford, CT 06106
Job Posting No: 108046
Hours: Monday through Friday, 8:00 a.m. – 5:00 p.m. (40 hours per week)
Salary: \$34,565 - \$44,568 (annually)
(New hires into state service usually start at the minimum of the salary range)
Closing Date: Must be received in this office by close of business (5:00 p.m.) April 7, 2014

The Office of Policy and Management seeks to fill a Confidential Clerk Typist vacancy to support agency heads and other senior officials.

Duties:

- Answer the agency's general information line;
- Answer phone lines for the agency heads and other senior officials;
- Date stamp, sort and distribute incoming mail;
- Receive incoming checks; complete and process agency receipts;
- Copy, scan and file items;
- Type correspondence;
- Organize documents;
- Greet guests; and
- Other clerical functions as needed.

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 skills; basic oral and written communication skills; basic skills in performing mathematical computations; ability to operate office equipment which includes personal computers and other electronic equipment; and ability to perform basic clerical tasks such as sorting, alphabetizing and numeric ordering.

Eligibility Requirements:

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

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

Note: The filling of this position will be in accordance with reemployment, SEBAC rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (1) a cover letter that describes your interest and suitability for the position, (2) resume, and (3) an Application for Employment (form CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. **Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without these three (3) documents. Submit your application to:

Office of Policy and Management – Human Resources
450 Capitol Avenue
MS# 55ADM
Hartford, CT 06106
ATTN: Uma Arun
Phone: (860) 418-6324

Note: Applications submitted by e-mail or facsimile will not be considered.

An Affirmative Action/Equal Employment 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.