

State of Connecticut
JOB POSTING

Connecticut State Library

Office Assistant – Part time 20 hours week

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on EXAM LIST
Location: 231 Capitol Avenue, Hartford
Job Posting No: 35045
Hours: Monday through Friday, 20 hours (part time)
Salary: CL13/Step 1; \$19.02 per hour
Closing Date: August 14, 2014; 4pm no exceptions

The preferred candidate will have experience in filing and arranging complex compound documents; ability to read and interpret instructions; ability to schedule and initiate recurring work; experience digitizing documents; ability to perform accuracy; experience working in a specialized library or legal department/firm.

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.

EXPERIENCE AND TRAINING: General Experience: Two (2) years' general clerical work experience. Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling six (6) months of experience

Full job description available at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4619>

Salary plan available at: <http://www.das.state.ct.gov/HRDocs/CompPlans/CL%202014%2007%2001.pdf>

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the preferred skills should submit **a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment** (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services/SMART Unit
165 Capitol Ave, 5th Floor East
Hartford, CT 06106

Confidential Fax: (860) 622-4921

OR

Email to DAS.HR.SMART@ct.gov, MUST include OA 35045 (last name) in subject line.

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

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.