

DEPARTMENT OF AGRICULTURE
JOB OPPORTUNITY
OFFICE ASSISTANT

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

Open To: The Public (see Eligibility Requirement below)
Location: Animal Population Control/Licensing Unit, 165 Capitol Avenue, Hartford
Job Posting No: 00011354
Hours: 40 hours per week, Monday through Friday
Salary: CL 13 \$37,429 - \$49,108 Annual (new hires to State will start at \$37,429.)
Closing Date: January 31, 2012

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 in the class may also apply. Reemployment/SEBAC candidates for Office Assistant will be given first preference. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

PREFERRED SKILLS: The preferred candidate will be detailed oriented; exceptionally accurate; adept in Microsoft Office programs, including Word, Access, and Excel; have the ability to work independently, exercising judgment and initiative in providing general clerical support; have the ability to follow oral and written instructions; have experience performing a full range of clerical tasks; have experience applying policies, statutes, and regulations in responding to inquiries from the general public. The ability to speak Spanish is helpful.

Minimum Qualifications Required

Knowledge, Skills and Abilities: 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.

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 equaling six (6) months of experience.

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

APPLICATION INSTRUCTIONS: In order to be considered for this opportunity, qualified candidates who meet the above eligibility requirement must submit a cover letter; a list of the names, titles, and phone numbers of three (3) business references (at least one reference must be your current or previous supervisor) who may be contacted; and two (2) fully completed State of Connecticut Applications (Form CT-HR-12), to:

Diana McKenney, Human Resources Specialist
DAS, Small Agency Resource Team, 5-East
165 Capitol Avenue
Hartford, CT 06106
or Fax: 860-622-4923

Please choose only one method of delivery---if you fax your application materials, do not also send it by mail. All application materials must be received no later than January 31, 2012. Due to the large number of expected applicants, we cannot confirm receipt of application materials.

The State of Connecticut Application (Form CT-HR-12) can be found on the Internet at: <http://das.ct.gov/employment>

THE DEPARTMENT OF AGRICULTURE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.