

Department of Children and Families  
JOB OPPORTUNITY  
Office Assistant - Repost  
New Haven

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

**\*Please note: If you previously applied to this posting, you do not need to reapply in order to be considered.**

**Open To:** Candidates on a current exam certification list

**Location:** New Haven

**Job Posting No:** DK45267NHN

**Hours:** Full-time Monday - Friday

**Salary:** \$37,429.00 - \$49,108.00 (Annually)

**Closing Date:** May 18, 2012

**\* 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 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. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**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:** Interested and qualified candidates must submit the CT-HR12 (State Employment Application), resume, letter of intent, and (3) letters of professional reference to the address below. State employees must submit (2) most recent performance appraisals for references. When applying you must include the posting #DK45267NHN.

Department of Children and Families  
Attn: Dawn Kindilien  
1 Long Wharf  
New Haven, CT 06511  
FAX# (203) 786-2542

**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.