



Department of
ADMINISTRATIVE SERVICES
Job Postings



CAPITAL COMMUNITY COLLEGE
Office Assistant
Business Office
Full Time, 40 hours a week

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

Open To: Candidates on a current examination list or lateral transfer.
Location: 950 Main Street, Hartford, CT 06103
Job Posting No: 00116316
Hours: 8:30 a.m. to 5:00 p.m., Monday through Friday, 40 hours per week
Salary: \$40,901* - \$53,663 (*New hires start at the minimum)
Closing Date: May 19, 2017

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.

Duties: Collects and processes monies, prepares daily bank and state deposits, reconciles receipts, processes tuition and financial aid refunds, prepares student accounts receivables and third party billings; prepares narrative and statistical reports; prepares student billing; processes purchase requisitions/purchase orders; maintains and orders office supplies; utilize the integrated accounting system (BANNER); provide billing information to students; responds to billing inquiries from students, interested parties and other departments.

Knowledge, Skills and Abilities: Knowledge of office systems and procedures including oral and written communication skills, performing arithmetical computations, good interpersonal and customer service skills, ability to perform a wide range of clerical tasks; ability to operate office equipment which includes personal computers 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 years of general clerical work experience.

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

Special Requirement: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) Certification by the time of permanent appointment.

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 who meet the above requirements should submit a cover letter, a resume, and an Application for Employment [CT-HR-12](#) to:

Josephine Agnello-Veley, Director of Human Resources
Capital Community College
950 Main Street, Hartford, CT 06103
FAX: (860) 906-5262
E-MAIL: CA-HRApplc@Capitalcc.edu
Submit only one application; No phone calls please

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.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: rkelley@Capitalcc.edu