

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

OFFICE ASSISTANT
Full Time (Monday through Friday) - 1st Shift

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

Open To: The Public
Location: Norwich Area Office - Two Courthouse Square, Norwich, CT. 06360
Job Posting No: BF46138NOR
Hours: 40.0 Hours Per Week
Salary: \$37,429.00 - \$49,108.00
Closing Date: January 23, 2013

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.

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 on Unclassified Appointments:

Candidates appointed to unclassified positions within Connecticut Innovations, Incorporated must meet the above Experience and Training requirements. These appointments will be made in accordance with Section 32-39 (7) of the Connecticut General Statutes.

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, the CT-HR12 State Application for Employment, and (3) professional reference letters, state employees must submit (2) most recent performance appraisals in lieu of references to address below. When applying please include the posting #BF46138NOR. Applications must be post marked by the closing date.

DEPARTMENT OF CHILDREN AND FAMILIES
ATTENTION: HUMAN RESOURCES
364 WEST MIDDLE TURNPIKE
MANCHESTER, CT. 06040

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.