

Department Of Administrative Services
JOB OPPORTUNITY
Office Assistant
Construction Services/Elevator Unit

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

Open To: Candidates on a current Office Assistant examination list; State employees who currently hold or previously attained permanent status
Location: Hartford
Job Posting No: 6420
Hours: 40 Hours per Week
Salary: CL13 \$39,709 - \$52,100 annually
Closing Date: July 31, 2014

The Department of Administrative Services/Construction Services/Elevator Unit, is currently seeking qualified applicants to fill a full-time Office Assistant position. Responsibilities include processing, reviewing and responding to Notice of Violations Letters to building owners and managers for elevator code compliance; researching and following up on delinquent renewal applications; reviewing inspection reports from elevator inspectors and elevator contractors, checking for completeness and accurate documentation before entering into database; reviewing and processing new construction elevator projects into the elevator database and updating local building officials; responding to inquiries from the general public, state agencies and allied professionals assisting with conformance with state statutes and regulations; compiling statistical monthly reports outlining technical and financial reports; logging and maintaining elevator accident reporting, updates database and responds to FOI requests, prepares reports for attorneys and general public requests. Office duties include maintaining calendar inquiries for inspectors and contractors; sorting, compiling daily data input for accuracy and filing daily correspondence; maintaining financial records; maintaining inventory of equipment and office supplies.

Preferred Knowledge and Experience

- Demonstrated customer service skills
- Microsoft Word and Excel
- Familiarity with Internet Explorer and ability to use internet search engines
- Demonstrated communication skills
- Accuracy and attention to detail.

Eligibility Requirements: 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.

Note: Filling 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) http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

Deborah Hearl
Dept. of Administrative Services/SmART
165 Capitol Avenue, 5 East
Hartford, CT 06106
Email to DAS.HR.SMART@ct.gov
Subject line MUST include: OFFICEASST, 6420 and your last name.

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

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.