

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY  
**OFFICE ASSISTANT #OC89450**  
OFFICE OF THE COMMISSIONER  
HUMAN RESOURCES

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

**Open To:** Candidates on the current exam list for Office Assistant

**Location:** 410 Capitol Avenue, Hartford, Ct

**Job Posting No:** OC89450

**Hours:** Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week

**Salary:** \$37,429.00

**Posting Date:** September 13, 2012

**Closing Date:** September 19, 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 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 will include:** Typing a variety of materials from rough copy including correspondence, memos, reports, forms, documents, etc; enters and retrieves data on computer terminals; Maintain logs; sets up and maintain records and Human Resources files according to established procedures; Answer phones, relays calls and takes messages for the Human Resources office; receives and directs visitors; handle routine requests for information, procedural guidelines or assistance over the telephone or in person; complete the processing forms for CORE-CT transactions; assist staff with FMLA, tuition reimbursement, career mobility and the recruitment process; Receives, sorts and distributes mail; performs a variety of basic processing tasks; sorts and distributes bi-weekly paychecks received from DMHAS payroll; review materials for accuracy and completeness; makes changes per instructions or as authorized, assists in or maintains inventory and orders supplies; performs related duties as required.

**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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

DMHAS/Office of the Commissioner  
Human Resources 4<sup>th</sup> Floor  
410 Capitol Avenue,  
Hartford, CT 06106  
Fax: (860) 418-6697  
[Edra.Knight@ct.gov](mailto:Edra.Knight@ct.gov)

**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.