

Department of Children and Families  
**JOB OPPORTUNITY**  
Office Assistant  
Bridgeport Area Office

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

**Open To:** Candidates on current exam list or lateral transfer  
**Location:** Department of Children and Families (Bridgeport Area Office)  
**Job Posting No:** OA45081LR  
**Hours:** 40 hours per week (M-F)  
**Salary:** \$38,552.00-\$50,582.00 (Annually)  
**Closing Date:** October 25, 2013

**Eligibility Requirement:** The Department of Children and Families is recruiting for a full-time (40 hours) Office Assistant in the Bridgeport Area Office. Interested 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 who meet the above requirements should submit a cover letter, a resume, employment application (CT-HR-12), and three (3) letters of professional supervisory references. Current State employees must submit their two (2) most recent performance appraisals in lieu of references to:

Department of Children and Families  
Attn: Lena Romanelli, Human Resources Specialist  
100 Fairfield Avenue  
Bridgeport, CT 06604  
Fax: 860-706-5751  
lena.romanelli@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.