State of Connecticut
JOB POSTING

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

OFFICE ASSISTANT (PART-TIME) #OC85891

CONNECTICUT MENTAL HEALTH CENTER
HUMAN RESOURCES

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

Open To: The Public and State Employees

Location: 34 Park Street, New Haven, CT 06508

Job Posting No: OC85891

Hours: Mon-Tue-Friday, 10:00 a.m. – 4:30 p.m. & Wed-Thurs, 9:00 a.m. – 4:30 p.m.
Part-time, 32 hours per week .

Salary: $17.93

Posting Date: June 26, 2012 **Closing Date:** July 2, 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; review and correct drafts for compliance with originals; 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 Director and Human Resources Specialist; receives and directs visitors; handles 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 process; Receives, sorts and distributes mail; performs a variety of basic processing tasks; sorts and distributes bi-weekly paychecks received from DMHAS payroll; reviews 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 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
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.

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