

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES- WEST REGION
JOB OPPORTUNITY
Office Assistant

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

Open To: Candidates on current exam list or lateral transfer
Position: Office Assistant – (Part- time – 40hrs/biweekly)
Location: Human Resources - Rowland Government Center, Waterbury
Job Posting No: 016360
Hours: 1st Shift ~ 8:00am – 12:00pm, Regular Days Off, Saturday, Sunday. Hours Negotiable
Salary: \$17.93/ hour
Closing Date: August 19, 2013

Eligibility Requirement: This is a competitive position. 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: Duties consistent with the Office Assistant job classification: Processing Job data in Core-CT for new hires, terminations, transfers, leave of absences, etc. Data enter and verify all changes to employee records (i.e. address, telephone, beneficiary, etc.). Responds to general inquiries from employees, other work units and/or agencies. Enter and retrieve data on computer. Filing and other related duties.

General Experience: Two (2) years' general clerical work experience.

Preferred Experience: Experience organizing and maintaining large office file systems, including off-site storage. Proficient with Microsoft Word, Excel, Outlook and People Soft (CORE-CT) computer programs.

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, and a CT-HR-12 Application for Examination or Employment to:

Department of Developmental Services - West Region
Rowland Government Center
55 West Main Street, 4th Floor
Waterbury, CT 06702
Fax: 203-574-8857
yolette.tappin@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.