

Department of Development Services – West Region  
**JOB OPPORTUNITY  
OFFICE ASSISTANT**

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

**Open To:** On Current Exam List  
**Position:** Office Assistant  
**Location:** Cheshire – Community Companion Home (CCH)  
**Job Posting No:** 085896  
**Hours:** 1st Shift ~ Monday – Friday 8:00am – 4:30pm, RDO's Saturday, Sunday. (80hrs.)  
**Salary:** \$1,434.07/bi-weekly  
**Closing Date:** August 20, 2012

**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. Responsible for managing filing systems for the Community Companion Home Grant (CCHG) program, written correspondence regarding interested parties of the CCH program, organize correspondence related to all CCH licensee files, police checks, and licensing packets, as well as communications within the CCH department. Incumbent will also be responsible to process timesheets, track staff training, maintain CCH manuals, type minutes, make copies, collate and distribute safety alerts, payment authorizations and CTH Agreement mailings, create spreadsheets and forms. 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. Performs other related duties.

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

**Special Requirement:** Good written, strong interpersonal and oral communication skills required.

**Substitutions Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling six (6) months of experience.

Interested candidates may submit a cover letter, resume, state application (CT-HR-12) and two (2) letters of professional references to:

**Department of Developmental Services - West Region  
Rowland Government Center  
55 West Main Street, 4<sup>th</sup> Floor  
Waterbury, CT 06702  
Fax: 860-622-4951  
[Belinda.Weaver@ct.gov](mailto:Belinda.Weaver@ct.gov)**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**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.