

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 – Full- time (80 hrs.)  
**Location:** Resource Management Division - Rowland Government Center – Waterbury  
**Job Posting No:** 015776  
**Hours:** 1st Shift ~Monday - Friday 8:00am – 4:30pm, RDO's Saturday, Sunday.  
**Salary:** \$1,434.07/bi-weekly  
**Closing Date:** July 22, 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. This position will provide administrative support to the Resource Management Administrator and Resource Management Division. This position will help organize the multi-faceted job tasks of the division, coordinate essential meetings between Department of Developmental Services and the provider community: maintain fiscal and quality databases, filing, typing, timesheet entries, mileage reimbursement, submit IT and other access requests and other daily tasks associated with workload maintenance of the division. Also will be responsible for inputting incident reports into data base. Perform other related duties as needed.

**General Experience:** Two (2) years' general clerical work experience. Knowledge of Microsoft Outlook, Word and Excel preferred.

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

Interested candidates must submit a cover letter, resume, Application for Employment or Examination (CT-HR-12) and copy of your most recent performance appraisal to:

Department of Developmental Services - West Region  
Rowland Government Center  
55 West Main Street, 4<sup>th</sup> Floor  
Waterbury, CT 06702  
Fax: 203-574-8857  
[Yolette.Tappin@ct.gov](mailto:Yolette.Tappin@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.