

**DEPARTMENT OF PUBLIC SAFETY
EMPLOYMENT OPPORTUNITY
PART-TIME OFFICE ASSISTANT**

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

LOCATION: Meriden
HOURLY RATE: \$17.93
SCHEDULE: 19.50 hours weekly maximum, no benefits
CLOSING DATE: Thursday, April 7, 2011

The incumbent will be responsible for performing a full range of general clerical functions and for the flow and completion of clerical work in an office environment. The ideal candidate should be dependable, organized, have knowledgeable experience with the use of office equipment. Professional interpersonal skills would be a plus.

ELIGIBILITY REQUIREMENTS: **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.**

EXPERIENCE AND TRAINING:

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.

To Apply: Interested candidates who meet the above requirements, candidates **must** also submit the following information in order to be considered for this position: cover letter, resume and a signed state application (CT-HR-12 & CT-HR-13 Addendum). State employees please attach a copy of the last two years performance evaluations. Those applying from the public, please attach two current signed letters of professional references.

**Department of Public Safety,
1111 Country Club Road,
Middletown, CT 06457- 9294
Attn: Human Resources, Denise Shelton
Or Fax: (860) 685 - 8356**

Please keep a copy of your completed application packet and fax transmittal receipt for your records when faxing. **DUE TO THE LARGE NUMBER OF APPLICATIONS RECEIVED, WE CANNOT CONFIRM RECEIPT OF APPLICATIONS.**

Interested candidates for employment at the Department of Public Safety are subject to a pre-employment detailed background investigation, including a criminal check, state, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

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.