

EMPLOYMENT OPPORTUNITY
OFFICE OF THE CHIEF MEDICAL EXAMINER
Administrative Services

POSITION: PROCESSING TECHNICIAN (CL-16) part-time (24 hrs/wk)

****Position may be underfilled by a candidate from the certification list for Office Assistant****

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

- Open To:** State Employees (at the Processing Technician level
Public (at the underfill level of Office Assistant)
- Location:** Office of the Chief Medical Examiner, Farmington, next to the University of Connecticut Health Center
- Hours:** Standard hours are Monday through Thursday, 9:00 a.m. – 3:00 p.m., but can be flexible
- Salary:** Starting pay rate is \$20.48/hour for Processing Technician; \$17.93/hour for Office Assistant
- Closing Date:** February 16, 2011

Examples of Duties: Receives telephone calls to report a death and keys information into the automated case management system; relays information and refers caller to appropriate personnel; examines mailed requests for documents or materials for accuracy, completeness and conformance to state statutes and office protocol, and makes corrections and/or additions as necessary; types death certificates and forwards signed documents to the appropriate destination; files death-related records and reports; types letters, forms, and other documents to support the death-reporting function; prepares records for permanent storage prior to disposition, and maintains logs;.

General Knowledge: Knowledge of office systems and automated information systems, especially MS® Office software.

Preferred Skills and Ability: Considerable telephone communication skills; the ability to maintain record keeping and filing systems; the ability to maintain the confidentiality of personal, private information.

General Experience: Refer to the Job Description for Class Code 6435, Processing Technician. Some work experience in a medical setting with medical records is preferred.

Eligibility Requirement: **Candidates must have applied for and passed the Processing Technician 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.**

Note:

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

Application Instructions: Download an employment application (form CT-HR-12) at <http://das.ct.gov/employment>, complete the application and send it by mail, fax or email on or before the closing date to:

Human Resources, O.C.M.E.
11 Shuttle Road
Farmington, CT 06032
FAX to (860) 679-1257 (Attention H.R.)
E-mail to jolender@ocme.org

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.