

DAS
JOB OPPORTUNITY
Processing Technician
Procurement Division/Supplier Diversity Unit

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list.

Location: 165 Capitol Avenue, 5th Floor, Hartford, CT. 06106

Job Posting No: 00003549

Hours: Full-time 40 hours per week

Salary: CL16 (\$42,755 - \$55,910 annually or \$1,639.13 - \$2,142.15 Biweekly)
Note: Those new to state service start at \$42,755

Closing Date: October 19, 2012

Seeking a highly motivated, self-starter to handle the review and certification of Small and Minority Business applications applying for state certification. Candidates should become familiar with the program laws CGS 4a-60g (Supplier Diversity Statute) as amended by Public Act 11-229.

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. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Purpose of Class: In a state agency this class is accountable for performing the most complex tasks in carrying out and maintaining a complex clerical processing service having a statewide impact. Services which have a statewide impact are defined as services which directly reach and assist members of the general public.

Examples of Duties, but not limited to: Examines incoming materials for accuracy, completeness and conformance to state statutes and regulations, initiates and maintains communications with a wide variety of resources to verify information and complete transactions, interprets and applies state statutes and regulations relating to the particular processing service, responds to internal and external inquiries for information and assistance, maintains calendars of due dates and initiates recurring work, prepares status or statistical reports related to processing function, initiates correspondence in carrying out duties.

Minimum Qualifications Required: Ability to read, comprehend, and apply laws, regulations, and procedural guidelines, ability to articulate ideas and information effectively, ability to operate office equipment including personal computers, computer terminals and other electronic equipment.

Preferred Skills & Abilities: Ability to review and analyze documents to determine whether certification criteria is met, interpersonal skills, experience with Microsoft Office programs, oral and written communication skills; ability to make recommendations for improvements to the system; and the ability to work in a high paced environment that receives a high volume of applications.

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 completed State Employment Application (CT-HR-12), resume, and the last 2 performance evaluations by **October 19, 2012** to:

Eileen Morin
DAS/Small Agency Resource Team
165 Capitol Avenue, 5-East
Hartford, CT 06106
Or
Fax: (860) 713-7473

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.