

**DEPARTMENT OF ADMINISTRATIVE SERVICES
Procurement Division/Supplier Diversity Unit
Processing Technician**

OPEN TO: State Employees

CLASSIFICATION: Processing Technician

POSITION NUMBER: 00003455

SALARY GROUP: CL (\$42,755 - \$55,910 annually or \$1,638.13 - \$2,142.15 Biweekly)
(Note: those new to state service start at \$42,755)

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

SHIFT: Full-time 40 hours

CLOSING DATE: December 23, 2011

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: 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. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

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, excellent interpersonal skills, solid oral and written communications skills and the ability to work in a high-paced environment that receives a high-volume of incoming applications.

Note:

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

Interested candidates must mail the following: cover letter, a completed State Employment Application (CT-HR-12), resume and the last 2 performance evaluations by **December23, 2011** 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.