

**DEPARTMENT OF ADMINISTRATIVE SERVICES
ANTICIPATED JOB OPPORTUNITY
PROCESSING TECHNICIAN
COLLECTION SERVICES**

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

Open To: State Employees

Location: 165 Capitol Avenue, Hartford, CT

Position No: 3515

Hours: Full Time/40 hours per week

Salary: CL16 (Salary Range: \$42,755 - \$55,910)

Closing Date: December 23, 2012

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the PROCESSING TECHNICAN 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 this class 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:

Knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to compose effective correspondence and forms; ability to read, comprehend and apply laws, regulations, and procedural guidelines; ability to organize and coordinate workflow; ability to articulate ideas and information effectively; ability to perform research assignments; ability to devise and maintain record keeping and filing systems; ability to examine documents for accuracy and completeness; ability to operate office equipment including word processors, computer terminals or other automated equipment.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

The preferred candidate will:

- Have excellent computer skills.
- Be able to successfully analyze data from various state systems.
- Have excellent communication and interpersonal skills.

EXAMPLES OF DUTIES:

Accountable for carrying out and maintaining a complex clerical processing service having statewide impact. Examines incoming materials for accuracy, completeness and conformance to state statutes and regulations; devises follow up procedures to efficiently and effectively carry out activities; initiates and conducts liaison with a wide variety of resources to verify information and complete transactions including other state employees, offices and outside officials such as attorneys, judicial and social welfare officials or representatives; interprets and applies state statutes and regulations relating to the particular processing service; makes decisions as to case status, transaction permitability or admissibility; responds to internal and external inquiries for information and assistance; maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; prepares status or statistical reports in conjunction with processing function; initiates correspondence in carrying out assigned duties; may lead lower level clerical employees assisting in carrying out processing responsibilities; performs related duties as required.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed State CT-HR12 Application, copies of the last two (2) years of performance appraisals, and resume (optional) to:

Susan Turko, HR Associate
Department of Administrative Services/Human Resources
165 Capitol Avenue, 5th Floor East
Hartford, CT 06106

OR

FAX to: (860) 713-7473
EMAIL: susan.turko@ct.gov

Incomplete application packages and those received after 12/23/2011 will not be considered.

In accordance with State procedures, candidates appearing on Reemployment/SEBAC lists will be given first preference.

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.