

**DEPARTMENT NAME
JOB OPPORTUNITY
PROCESSING TECHNICIAN
CLAIMS EXAMINATION**

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

Open To: State employees on a current examination list for Processing Technician
Location: 200 Folly Brook Boulevard, Wethersfield, CT
Job Posting No: 424
Hours: 8:00 a.m. – 4:30 p.m.
Salary: \$42,755 - \$55,910 (CL 16)
Closing Date: March 2, 2012

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.**

Example of Duties: Performs the most complex duties related to an agency's clerical processing functions; examines incoming materials for accuracy, completeness and conformance to state statutes and regulations; makes corrections and/or additions; devises follow up procedures to efficiently and effectively carry out activities; initiates and maintains communications 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 permissibility or admissibility; responds to internal and external inquiries for information and assistance; sets up and maintains office procedures, filing and indexing systems and forms for office use and to meet recurring needs; maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; maintains records and logs; prepares status or statistical reports related to processing function; assists in maintaining general files in support of processing function; initiates correspondence in carrying out duties; types correspondence, forms, file documentation, etc. in support of processing function; may process fees and maintain financial records; may lead lower level clerical employees assisting in carrying out processing responsibilities; performs related duties as required.

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 personal computers, computer terminals and other electronic equipment; ability to operate office suite software.

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 resume, a State of Connecticut Application for Examination or Employment (CT-HR-12), copies of their last two service ratings, and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. Current Department of Labor employees are not required to submit the Pre-Authorization and Release form. The CT-HR_12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. The application must include the Job/Title Position and Job Posting Number in Section 2. Late and incomplete applications will not be considered. Submit or fax application materials to:

**Department of Labor
Attn. Human Resources
200 Folly Brook Boulevard
Wethersfield, CT 06109**

FAX NUMBER: (860) 263-6699

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.

