

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

PROCESSING TECHNICIAN #OC105177

Office of the Commissioner

Fiscal Services Division – Central Contract Unit

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

**Open To:** Candidates on the current exam list for Processing Technician  
**Location:** 410 Capitol Avenue, Hartford, CT 06106  
**Job Posting No:** OC105177  
**Schedule:** Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week  
**Salary Range:** \$44,038.00 - \$57,588.00  
**Posting Date:** September 30, 2013 **Closing Date:** October 7, 2013

**This position will be part of the Central Contract Unit, a new unit established to manage the contract processes of four new State Human Service Agencies: Department of Rehabilitative Services, Department of Aging, Department of Housing and the Office of Early Childhood. Experience with state human service contracting required.**

**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.**

**Duties include:** Reviews and examines incoming contract materials for accuracy and completeness; prepare and circulate all documents for final signature; maintain tracking logs and records related to contract processing; maintain physical and electronic filing systems for contract documentation; develop and maintain forms for use in contract processing; prepare status reports related to contract processing deadlines; Utilize software package (HOTDOCS) to generate human service contracts and amendments; Interface/liaison with program and fiscal staff from each of the four new offsite state agencies as well as contractors, OPM and OAG as necessary via telephone and e-mail in support of the contract processing functions; Assist in preparing large mailings and arranging training sessions conducted by the Central Contract Unit; Develop and type correspondence and other communication related to the contract processing; Perform special clerical projects and other related duties as required.

**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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

DMHAS/Office of the Commissioner  
Human Resources 4<sup>th</sup> Floor  
410 Capitol Avenue,  
Hartford, CT 06106  
Fax: (860) 418-6697  
[Edra.Knight@ct.gov](mailto:Edra.Knight@ct.gov)

**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. **(NP-3)**