

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
PROCESSING TECHNICIAN

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

Closing Date: Friday, May 3, 2013

The Department of Social Services is seeking energetic candidates for a challenging Processing Technician role with our Administrative Hearings unit. Candidates must be prepared to work in an environment that is diverse, technical, complex, and fast paced. These positions, located in our Hartford Office of Legal Counsel, Regulations, & Administrative Hearings demand teamwork, reliability, accuracy and precise attention to detail.

Open To: Candidates on current exam list or lateral transfer

Applicants must have taken and passed the current state of CT examination for Processing Technician. State employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the exam prior to the closing date to qualify for this vacancy.

Location: DSS Central Office, Office of Legal Counsel, Regulations and Administrative Hearings
25 Sigourney Street, Hartford, CT

Job Posting No: PRTEC

Work Schedule: Monday thru Friday: 8:00am – 4:30pm

Salary Range: \$42,755 - \$55,910 annually

Essential Responsibilities Include:

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.

Qualifications Include:

- Three (3) years' clerical work experience;
- One (1) year of the General Experience must have involved a full range of clerical duties as an Office Assistant, Interpreter Clerk or its equivalent;
- Ability to work in a fast paced team oriented environment;
- Ability to process a large volume of work involving time sensitive matters;
- Ability to meet specific mandated statutory deadlines;
- Strong organizational and analytical skills;
- Ability to coordinate data from various sources in an efficient and accurate manner.

Also Required:

Knowledge of office systems and procedures; very good 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, and other electronic equipment; ability to operate office suite software.

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

Application Instructions:

If this opportunity interests you and you meet the qualifications noted above, please download a State of Connecticut Application for Examination or Employment (CT-HR-12) from the State of Connecticut's Department of Administrative Services' Website: www.das.state.ct.us/exam/default.asp#APPLICATION and **FAX or EMAIL your cover letter and completed application to:**

**Delores Atwater, Human Resources Associate
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Email Address: DSSrecruitment@ct.gov FAX #: 860-951-2979

APPLICATIONS MUST BE RECEIVED BY Friday, May 3, 2013, CLOSE OF BUSINESS

[Late or incomplete applications will not be considered.](#)

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.