

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
PROCESSING TECHNICIAN

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

Open To: Lateral transfer or candidates on a current examination list
Location: Middletown
Job Posting No: 100175 & 100176
Salary: \$1,638.13 - \$2,142.15 (New hires to state employment start at the minimum salary range)
Closing Date: Thursday, May 23, 2013

This position is Sunday through Thursday with the hours of 9:00 a.m. – 5:00 p.m. Based on the agency needs, there may be a possibility of shift change.

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.

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.

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.

General Experience:

Three (3) years' clerical work experience.

Special 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.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer and promotion rules, if applicable.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Thursday, May 23, 2013, close of business** to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Terry Vasile, Human Resources Specialist
Fax: (860) 685 – 8356

***Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer