

OFFICE OF THE SECRETARY OF THE STATE

PROCESSING TECHNICIAN
BUSINESS SERVICES DIVISION

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

Open To: The Public (Candidates must be on the current DAS exam list)

Location: 30 Trinity Street, Hartford, Conn.

Position No: 218

Hours: Monday – Friday (40 hours/week)

Salary: NP-3 – CL-16

Closing Date: April 23, 2014

Eligibility Requirement:

State employees currently holding the above title or those who have previously attained permanent status may apply for a lateral transfer. The filling of this position will be in accordance with the reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Knowledge, Skills and Abilities: Ability to perform a full, complete and total range of unit specific processing services. The ability to communicate with a wide variety of resources, to verify information and complete transactions with other agencies and the general public in carrying out and processing the range of services that the unit provides to the general public, businesses and corporations. Knowledge of office systems and procedures, ability to read, comprehend and apply applicable laws, regulations and procedural guidelines; ability to organize workflow and to maintain deadlines; ability to focus attention to details, accuracy and completeness of documents; ability to operate office equipment, including computers, computer terminals and other electronic equipment.

General Experience: Three (3) years general office and clerical experience involving a full range of clerical duties. Please review job specifications on the DAS website.

Special Requirement: NONE

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a CT-HR-12 Application for Employment via **FAX ONLY** by the above closing date to:

FAX: 860 509-6236

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.