

State of Connecticut  
Department of Social Services  
Job Opportunity  
INTERPRETER CLERK

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

Posting Date: January 16, 2014

Closing Date: January 22, 2014

The Department of Social Services is currently accepting applications for the job classification of Interpreter Clerk. This position will be located in our Stamford Regional Office.

Open To: The Public and State Employees  
Position: Interpreter Clerk (CL-13)  
Position Number 32648  
Salary Range: \$38,552.00 - \$50,582.00 (Annually)  
Bargaining Unit: Administrative Clerical (NP-3)  
Hours: 8:00am – 4:30pm Monday thru Friday, 40 hours per week  
Location: 1642 Bedford Street, Stamford, CT 06905

Eligibility Requirement: Fluent in English and Spanish

**DUTIES AND RESPONSIBILITIES:** Acts as an interpreter for staff in cases and work situations involving non-English speaking clients or individuals; translates letters and other documents; prepares correspondence; may perform general clerical functions such as processing and maintaining records and files; may operate office equipment including personal computers or other electronic equipment; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Interpersonal skills; ability to speak, read and write both English and another appropriate language and to communicate information in either language to clients, staff and others; ability to follow oral and written instructions.

**EXPERIENCE AND TRAINING:**

Any experience or training which would be expected to provide the knowledge, skills and abilities outlined above.

**Note:** This position may be filled by candidates from the mandatory Re-employment and Sebac Lists, which we are obligated to use.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications.

Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Gabriela S. Flores -Erazo, Human Resources Specialist  
Department of Social Services  
Human Resources Division  
925 Housatonic Ave  
Bridgeport CT 06606  
Fax: (203) 579-6998

**APPLICATIONS MUST BE RECEIVED BY WEDNESDAY, JANUARY 22, 2014, CLOSE OF BUSINESS**

**An Affirmative Action/Equal Opportunity Employer**  
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications on women, minorities, and persons with disabilities.