

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: August 20, 2014

Closing Date: August 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 Hartford Regional Office.

**Open To:** The Public and State Employees  
**Position:** Interpreter Clerk (CL-13)  
**Position Number:** 33616  
**Salary Range:** \$39,709.00 - \$52,100.00 (Annually)  
**Bargaining Unit:** Administrative Clerical (NP-3)  
**Hours:** 8:00am – 4:30pm Monday thru Friday, 40 hours per week  
**Location:** 3580 Main Street, Hartford, CT 06120  
**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 forward a completed State of Connecticut Application for Examination of 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). State employees must submit their two (2) most recent Performance Appraisals in lieu of references. Please **MAIL** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory references letters to:

Linda Hill, Human Resources  
Department of Social Services  
Human Resources Division  
55 Farmington Avenue-12<sup>th</sup> Floor  
Hartford, CT 06105

**APPLICATIONS MUST BE POSTMARKED BY FRIDAY AUGUST 22, 2014**

**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.*