

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: September 15, 2014

Closing Date: September 17, 2014

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

Open To: The Public and State Employees
Position: Interpreter Clerk (CL-13)
Position Number: 33616NH
Salary Range: \$39,709.00 - \$52,100.00 (Annually)
Bargaining Unit: Administrative Clerical (NP-3)
Hours: 8:15am – 4:45 pm Monday - Friday, 40 hours per week
Location: 50 Humphrey Street, New Haven CT 06513
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 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. 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 reference letters **in duplicate** to:

Gabriela S. Flores-Erazo, Human Resources
Department of Social Services
Human Resources Division
50 Humphrey Street
New Haven CT 06513

DUE TO THE LARGE VOLUME OF APPLICATIONS RECEIVED, WE ARE UNABLE TO CONFIRM RECEIPT OF APPLICATIONS

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

APPLICATIONS MUST BE POSTMARKED BY WEDNESDAY, SEPTEMBER 17, 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.