

DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY

**PROCESSING TECHNICIAN**

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

**Posting Date: November 27, 2013**

**Closing Date: December 5, 2013**

The Department of Social Services is seeking energetic candidates for a challenging Processing Technician role with our Administrative Hearings unit. Candidates must be prepared to work in an environment that is diverse, technical, complex, and fast paced. These positions, located in our Hartford Office of Legal Counsel, Regulations, & Administrative Hearings demand teamwork, reliability, accuracy and precise attention to detail.

**Open To: The Public and State Employees who meet the following eligibility:**

*Applicants must have taken and passed the current state of CT Examination #981660 for Processing Technician. State employees who currently are classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the exam prior to the closing date to qualify for this vacancy.*

**Location:** DSS Central Office, Office of Legal Counsel, Regulations and Administrative Hearings  
25 Sigourney Street, Hartford, CT

**Job Posting No:** PRTEC

**Work Schedule:** Monday - Friday: 8:00 a.m. – 4:30 p.m.

**Bargaining Unit:** Administrative Clerical (NP-3)

**Salary Range:** \$44,038.00 - \$57,588.00 Annually (CL 16)

**Essential Responsibilities Include:**

Performs the most complex duties related to an agency's clerical processing functions; examines incoming materials for accuracy, completeness and conformance to state statutes and regulations; makes corrections and/or additions; devises follow up procedures to efficiently and effectively carry out activities; initiates and maintains communications with a wide variety of resources to verify information and complete transactions including other state employees, offices and outside officials such as attorneys, judicial and social welfare officials or representatives; interprets and applies state statutes and regulations relating to the particular processing service; makes decisions as to case status, transaction permissibility or admissibility; responds to internal and external inquiries for information and assistance; sets up and maintains office procedures, filing and indexing systems and forms for office use and to meet recurring needs; maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; maintains records and logs; prepares status or statistical reports related to processing function; assists in maintaining general files in support of processing function; initiates correspondence in carrying out duties; types correspondence, forms, file documentation, etc. in support of processing function; may process fees and maintain financial records; may lead lower level clerical employees assisting in carrying out processing responsibilities; performs related duties as required.

**Qualifications Include:**

- Three (3) years' clerical work 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;
- Ability to work in a fast paced team oriented environment;
- Ability to process a large volume of work involving time sensitive matters;
- Ability to meet specific mandated statutory deadlines;
- Strong organizational and analytical skills;
- Ability to coordinate data from various sources in an efficient and accurate manner.

**Also Required:**

Knowledge of office systems and procedures; very good 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, and other electronic equipment; ability to operate office suite software.

***Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.***

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a cover letter, resume CT-HR-12 (State of Connecticut Application for Employment) and two (2) letters of professional references from current and/or previous supervisors. State employees must submit copies of their two most recent performance appraisals in lieu of references. The State of Connecticut Application for Employment (CT-HR-12) may be downloaded from the State of Connecticut's Department of Administrative Services' Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION](http://www.das.state.ct.us/exam/default.asp#APPLICATION). Incomplete or late applications will not be considered. 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 documents if you have faxed or e-mailed them. Please note that due to the large number of applications received, we are unable to field phone inquiries.

**Please submit all of your application materials either by MAIL, FAX or E-MAIL by close of business on December 5, 2013 to:**

**Kristina Grodzicki, Human Resources Specialist  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**Email Address: [DSSrecruitment@ct.gov](mailto:DSSrecruitment@ct.gov)**

**FAX #: 860-951-2979**

**APPLICATIONS MUST BE RECEIVED BY DECEMBER 5, 2013 CLOSE OF BUSINESS**

**[Late or incomplete applications will not be considered.](#)**

**An Equal Opportunity / Affirmative Action Employer**

**The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**