

**SOLDIERS, SAILORS AND MARINES FUND
JOB OPPORTUNITY**

**CLERK TYPIST - (DURATIONAL THRU JUNE 30, 2014 WITH POTENTIAL FOR RETENTION IN
CORRESPONDING POSITION WITH THE AMERICAN LEGION)**

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

Open To: The Public
Location: HARTFORD CENTRAL OFFICE
Hours: Monday – Friday – 8:00 a.m. – 4:30 p.m. – 40 Hours per week
Salary: \$34,565 annual; \$1,324.33 bi-weekly
Closing Date: January 24, 2014

JOB DESCRIPTION: - Accountable for performing a full range of general clerical functions including basic processing, reception, filing, record keeping, and typing. Initially works under the supervision of an employee of higher grade; works more independently with experience.

Knowledge, Skills and Abilities: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as sorting, alphabetizing and numeric ordering.

General Experience: Six (6) months experience as a typist or its equivalent desired.

DUTIES - TYPING: Using a personal computer types a variety of materials from rough copy or electronic recording device including correspondence, memos, reports, forms, applications, bills and other documents and records with speed and accuracy; reviews and corrects drafts for conformance with originals; enters and retrieves data on personal computers.

FILING: Maintains logs; sets up and maintains records and files according to established procedures; (e.g. alpha, numeric or chronological order); searches files for information.

CORRESPONDENCE: Prepares and sends out standard form letters making minor revisions or additions.

INTERPERSONAL: Answers phone, transfers calls and takes messages; handles routine requests for information, procedural guidelines or assistance over the telephone or in person.

PROCESSING: Receives, sorts and distributes mail; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness, makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; assists in or maintains inventory and orders supplies; performs related duties as required.

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

Application Instructions: Interested and qualified candidates meeting the above requirements should submit: 1) a completed State Application (CT-HR-12), and, 2) the names, titles, and telephone numbers of two current professional references. Emailed applications must be received by COB January 24, 2014. Faxes will not be accepted.

PLEASE SEND APPLICATIONS TO:

EMAIL: CHARLES.BERRY@CT.GOV

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.