

SOUTHERN CONNECTICUT STATE UNIVERSITY
OFFICE ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS
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Open To: State Employees/Exam List*
Job Title: Office Assistant
Hours: Full Time/40 hours per week
Location: Facilities Operations and Planning
Search # C14-008
Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.
Closing Date: Tuesday, October 21, 2014

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Service for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

Example of Duties: Types a variety of materials, enters and retrieves data on computer terminals, sets up and maintains office procedures, filing and indexing systems and forms, composes routine correspondence, provides general information, responds to inquiries from other work units or departments; applies agency policies and procedures; process purchase requisitions/purchase orders, maintains inventory and order supplies; performs related duties as required.

Minimum Qualifications: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; interpersonal skills, ability to perform a full range of clerical tasks; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; ability to read and interpret complete instructions.
General Experience: Two (2) years general clerical work experience.

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

Application Instructions: Qualified candidates who meet the above requirements should submit cover letter, resume and a State Application (CT-HR-12). State employees attach copies of your last two performance appraisals. Non-state employees attach two letters of professional references to:

Tami LaPlante
Human Resources Administrator
Southern Connecticut State University
501 Crescent Street
New Haven, CT 06515
Fax (203) 392-8802
NO PHONE CALLS PLEASE

An Equal Opportunity/Affirmative Action Employer and strongly encourages the applications of women, minorities, and persons with disabilities to apply.