

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
**(PART-TIME) OFFICE ASSISTANT**  
(May be under filled at the level of Clerk Typist)

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

**Open To:** Lateral Transfers and Candidates on a current examination list.  
**Location:** Waterford  
**Job Posting No:** 103120  
**Hours:** 19.50 hours weekly maximum (no benefits)  
**Hourly Rate:** \*\$18.47 – \$24.23 (New hires to state employment start at the minimum hourly range).  
**Closing Date:** Friday, February 28, 2014

**NOTE:** The Clerk Typist level is open to the public and no exam is required.

Please note this vacancy is in a highly confidential environment.

**Eligibility Requirement:** To be appointed at the Office Assistant level, candidates must have applied for and passed the OFFICE ASSISTANT exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Office Assistant Requirements:**

**Knowledge, Skills and Abilities:** Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

**General Experience:**

Two (2) years' general clerical work experience.

**Substitution Allowed:**

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references by \*Friday, February 28, 2014, close of business, to:

The Department of Emergency Services & Public Protection  
1111 Country Club Road, Middletown, CT 06457-9294  
Attn: Lucy Manente, Human Resources Specialist  
Fax: (860) 685 – 8356

**\*Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Due to the large volume of applications received, we are unable to confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer**