

State of Connecticut
JOB POSTING

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
OFFICE ASSISTANT

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: Montville

Job Posting No: 104774

Salary: \$39,709 - \$52,100 (New hires to state employment start at the minimum salary range)

Closing Date: **Wednesday, August 20, 2014**
(Incomplete or late application packages will not be considered)

This is a split shift position: Tuesday, Wednesday, Friday, Saturday (7:30 a.m. - 4:00 p.m.) and Thursday 11:30a.m - 8:00 p.m.

Duties include but not limited to: heavy phone contact pertaining to obtaining pertinent information from gun dealers and private citizens for completion of firearms sales including firearms registrations and photo permitting. Entering information into select COLLECT inquiry screens to determine if applicant is qualified to purchase a firearm, obtain a pistol permit or specialized license. Take photographs, read, interpret and apply criminal records from other states as well as Connecticut's criminal histories, filing, other related duties as required.

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 Services. State employees currently holding the OFFICE ASSISTANT 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.**

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.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion 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 two most recent performance appraisals in lieu of references by **Wednesday, August 20, 2014, close of business** to:

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

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable 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