

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
OFFICE ASSISTANT (PART-TIME)

[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: Middletown

Job Posting No's: 109597 & 109598

Hours: 19.50 hours (no benefits)

Salary: \$19.02 - \$24.96 (New hires to state employment start at the minimum hourly rate)

Closing Date: **Wednesday, October 8, 2014**
(Incomplete or late application packages will not be considered)

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 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.**

Duties: Receive all incoming mail, review for accuracy and completeness; review and process payments received into an electronic fiscal system; sort requests file/forward accordingly; provide customer services for interagency and public; log all supplemental received and file; Provide customer service via callers and in person requesters, review all case reports received to insure complete case files has been received, log all supplements as received in the Records Management System and insure all supporting documentation noted has been received, verify case status is correct and file into repository files, performs related duties as assigned.

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, October 8, 2014, close of business** to:

The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457
Attn: Marisa Pulito, 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