

Teachers' Retirement Board  
**Office Assistant**

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

**Open To:** Candidates on a current examination list or lateral transfer  
**Location:** Asylum Avenue, Hartford, CT 06106  
**Job Posting No:** 35354  
**Hours:** Full time, 40 hours per week  
**Salary:** \$ 1,521.42 bi-weekly (minimum) CL13/Step 1  
**Closing Date:** September 9, 2014; 4 pm no exceptions

The preferred candidate will possess: Superior interpersonal and customer service skills, knowledge of insurance industry terminology, ability to manage competing priorities, can adhere to strict deadlines, can perform detailed work and demonstrate knowledge, and experience in business computer software programs.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

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.

To view the official job specification: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4619>

To view the salary plan: <http://www.das.state.ct.gov/HRDocs/CompPlans/CL%202014%2007%2001.pdf>

**Application Instructions:** If you have taken and passed this exam, please submit a cover letter that describes your interest and suitability for the position, resume, and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13> ) to:

Deborah Craig, Human Resources Specialist  
Department of Administrative Services, Small Agency Resource Team – SmART Unit  
165 Capitol Avenue, 5th Floor East  
Hartford, Connecticut 06106

**Confidential Fax: (860) 622-4921**

**OR Email to [DAS.HR.SMART@ct.gov](mailto:DAS.HR.SMART@ct.gov) MUST include OA 35354 (last name) in subject line**

**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.