

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
**Human Resources Assistant (UNCLASSIFIED)**  
**Office of Legislative Management**

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

**Open To:** The Public  
**Location:** Legislative Office Building  
**Hours:** Full Time, 40 hours per week  
**Salary:** \$55,973  
**Closing Date:** May 15, 2015

**General Description:**

The Office of Legislative Management is the business office of the Connecticut General Assembly. As a member of the Human Resources team this entry level position is responsible for basic technical human resources duties within the day-to-day operations of the department. Related activities include, but are not limited to, supporting, executing and completing tasks and projects within the following HR disciplines: recruiting, benefits administration, compensation, employee onboarding, training and workers' compensation.

**Preferred Skills and Ability:**

- Requires an associate's degree;
- Four (4) years secretarial or administrative experience in human resources management with basic knowledge in the areas of: recruitment, selection, compensation, benefits, payroll, employee relations, organizational and/or employee development;
- Any equivalent combination of education and experience;
- Basic knowledge of relevant state and federal statutes and regulations;
- Knowledge of principles and techniques of human resources management;
- Excellent interpersonal and customer service skills;
- Considerable oral and written communication skills.
- Ability to work independently and as a team member.
- Must have professional demeanor, positive attitude, patience, flexibility and a customer-service attitude

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a cover letter and a resume to:

**Office of Legislative Management**  
**Attn: HR Assistant Position**  
**Room 5100, Legislative Office Building**  
**Hartford, CT 06106**

**Applications must be received by 5:00 pm, Friday, May 15, 2015.**

**AN 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.