

**WORKERS' COMPENSATION COMMISSION**  
*Clerk Typist*

The Workers' Compensation Commission is presently recruiting for a full time **Clerk Typist position** (salary grade CL10) in the First District Office located at 999 Asylum Avenue in Harford. This position is responsible for general clerical duties in the District Office. Duties include, but are not limited to: answering phones and providing information to the public; producing documents using a word processor or typewriter; entering data into internal computer systems; updating and maintaining files; and other related duties as required. Hours of work are Monday through Friday; 7:45 a.m. to 4:30 p.m. with a 45 minute lunch period.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials at a net speed of 40 wpm; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

**EXPERIENCE AND TRAINING:**

General Experience: Six (6) months as a Typist or its equivalent.

Substitution Allowed: Graduation from high school with coursework in typing.

If you are interested in this position, please e-mail an application form CT-HR12 (available on the DAS website at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) ) by **March 13, 2014** to:

**Sandra Cunningham**  
**Workers' Compensation Commission**  
**21 Oak Street**  
**Hartford, CT 06106-8011**

[Sandra.cunningham@ct.gov](mailto:Sandra.cunningham@ct.gov)

**If you do not have access to email, please send the application to the mailing address above.**

FILLING OF THIS POSITION IS SUBJECT TO RE-EMPLOYMENT, SEBAC AND STATE OF CONNECTICUT MERIT SYSTEM RULES AND REGULATIONS.

<p><b>The Workers' Compensation Commission is strongly committed to Affirmative Action. All protected classes including minorities, older workers, physically disabled and women are encouraged to apply.</b></p>
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