

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
OFFICE ASSISTANT
Office of Properties and Facilities
Bureau of Finance and Administration

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

Open To: **Candidates on a current examination list.**
Location: Headquarters in Newington, CT
Job Posting No: 31382
Hours: 7:30 am to 4:00 pm
Salary: CL 13 - \$37,429.00 to \$49,108.00
Closing Date: April 16, 2012

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 for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for 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.

General Experience: Two (2) years' general clerical work experience.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Working Conditions: Incumbent in this position will be considered an essential employee.

Special Requirement: CORE experience preferred

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Office Assistant positions in the Bureau of Finance and Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment by April 16, 2012 to:

Connecticut Department of Transportation
Bureau of Finance and Administration
Office of Properties and Facilities
Kathy Christensen
Secretary 2
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-2255
Email: Kathy.Christensen@ct.gov

State employees must include copies of their last two (2) service ratings.

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, persons with disabilities and military veterans.