

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
OFFICE ASSISTANT**

[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.: 31421
Hours: 7:30 am to 4:00 pm
Salary: CL 13 - \$39,709.00 to \$52,100.00
Closing Date: April 16, 2015

Eligibility Requirements: 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 since their last date of hire may apply.

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 required to work in a fast-paced environment.

Preferred Experience: The ideal candidate will have working experience in Microsoft Excel, Word and Outlook; mathematical skills to review complex documents; ability to manage high volume telephone calls from a wide variety of customers; working experience in creating and reviewing detailed reports; organizational management skills; ability to multi-task and set daily priorities. .

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 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 met the above requirements should submit a cover letter, a resume, an Application for Employment, and **State employees must include copies of their last two (2) service ratings** postmarked by April 16, 2015 to:

**Connecticut Department of Transportation
Materials Management
P.O. Box 317546
Newington, CT 06131-7546
Attention: Charlesina P. Ball
Email: charlesina.ball@ct.gov
Tel: 860-594-2267**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, person with disabilities and military veterans.