

**WORKERS' COMPENSATION COMMISSION  
JOB OPPORTUNITY  
CLERK TYPIST  
WATERBURY DISTRICT OFFICE**

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

**Open To:** The Public  
**Location:** Workers' Compensation Commission, Fifth District, 55 West Main Street, Waterbury, CT  
**Hours:** 7:45 – 4:30 (45 minute lunch period) – 40 hours per week  
**Salary:** \$35,602.00- \$45,004.00 (new hires into State service start at the minimum)  
**Closing Date:** January 30, 2015  
**Posting Number:** WCC05CT

**General Knowledge:** Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

**Preferred Skills and Ability:** Familiarity with Microsoft Office preferred

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

**Special Experience:** None

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

**Eligibility Requirement:**

Open to the public. Current State employees holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a cover letter and an Application for Employment (CT-HR-12: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)) – preferably via email – to:

**WORKERS' COMPENSATION COMMISSION  
HUMAN RESOURCES  
21 OAK STREET  
HARTFORD, CT 06106**

**sandra.cunningham@ct.gov**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut Workers' Compensation Commission is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and all protected classes.