

Connecticut General Assembly
JOB OPPORTUNITY
Staff Assistant
Office of Legislative Management

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

Open To: The Public
Location: Hartford, Legislative Office Building
Hours: 40 full-time
Salary: 52,760
Closing Date: December 14, 2011

General Knowledge:

The State Legislature is seeking to fill a nonpartisan Staff Assistant position in the Office of Legislative Management Fiscal Unit's contracting section. The selected individual will be responsible for moderately complex administrative tasks in support of contracting functions.

Preferred Skills and Ability:

Requires an advanced level of accountability, problem solving and interpersonal communication; operates with continuing general instructions; and must exercise judgment and analytic skills when encountering new situations and problems.

Eligibility Requirement:

Minimum requirements: Bachelor's degree in a Business related field with 2 years' experience or an equivalent combination of education and experience in the application of financial/contracting policies and procedures. Also must show an ability to operate independently and exercise judgment in the application of financial/contracting policies and procedures. Starting salary \$52,760 depending on experience and qualifications plus a normal state benefits package.

Application Instructions:

Please send resume and cover letter to:

Tina Mohr, Joint Committee on Legislative Management
Room 5100
Legislative Office Building
Hartford, CT 06106
to be received no later than December 14, 2011.

We are an Equal Opportunity Employer.

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, and persons with disabilities.