

Department of Veterans' Affairs
JOB OPPORTUNITY
Clerk Typist

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

Open To: The Public

Location: Office of Advocacy and Assistance, 100 Broadway, Room 305, City Hall, Norwich, CT

Position No. 3127 **Hours per week:** 40

Schedule: 7:30 a.m. – 4:00 p.m. **Salary:** \$1,285.75 biweekly

Closing Date: August 3, 2012

Description of Duties: This position is assigned to the Norwich Office of the Office of Advocacy and Assistance and requires heavy telephone contact along with personal contact with veterans and/or their families. Duties include answering general questions; typing all documents and forms to process veteran claims; maintaining nursing and assisted living facility files; maintaining all district active and inactive claim files; maintaining Medicaid recovery forms; additional duties as assigned.

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

State employees currently 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 a completed state application for employment CT-HR-12 referencing Position No. 3127. State employees must include a copy of your two most recent performance appraisals to:

Department of Veterans' Affairs
Attn: Marjorie Mancini, Human Resources
287 West St.
Rocky Hill, CT 06067

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.