

Department Of Administrative Services
JOB OPPORTUNITY
Office Assistant
Construction Services/Boiler Unit

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

Open To: Candidates on a current Office Assistant examination list or lateral transfer
Location: Middletown - relocating to Hartford in near future
Job Posting No: 6315
Hours: 40 Hours per Week
Salary: CL13 \$38,552 - \$50,582
Closing Date: November 1, 2013

The Department of Administrative Services/Construction Services/Boilers Unit, is currently seeking qualified applicants to fill a full-time Office Assistant position. Responsibilities include processing certificate applications, payments, certificate issuances for Boiler unit; reviewing boiler inspectors' reports and ensuring they meet jurisdictional requirements; following up on delinquent reports and ensuring compliance for jurisdictional objectives; working with other State employees, boiler inspectors and the general public; processing fees and maintaining logs; responding to inquiries for assistance and information; office maintenance including filing, indexing, and performing routine or recurring work; special projects as needed.

Preferred Knowledge and Experience

- Demonstrated customer service skills
- Microsoft Word and Excel
- Familiarity with Internet Explorer and ability to use internet search engines
- Demonstrated communication skills
- Accuracy and attention to detail.

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

Note: Filling this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

Deborah Hearl
Dept. of Administrative Services/SmART
165 Capitol Avenue, 5 East
Hartford, CT 06106
Confidential Fax: (860) 622-2873 (preferred method of submission)

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.