

**DEPARTMENT OF CHILDREN AND FAMILIES
Region 3 - NORWICH OFFICE
OFFICE ASSISTANT
(MAY BE UNDERFILLED AS CLERK TYPIST)**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Posting Number: JG46166NOR

Open To: The Public

Location: Norwich Area Office - 2 Courthouse Square, Norwich, CT

Hours: 40 Hours per Week

Salary: \$34,565.00 - \$50,582.00 (New hires will start at base rate)

Closing Date: October 7, 2013

The Department of Children and Families is currently recruiting for an Office Assistant (possible underfill as Clerk Typist) for our Norwich Area Office.

This position is full time (40.0 hours, M-F). The Office Assistant position is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in the assigned area. For complete job description, click the class code to the right. 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. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. State employees currently holding the above title(s) or those who have previously attained permanent status may apply for lateral transfer.

Clerk Typist underfill position is accountable for performing a full range of general clerical functions including basic processing, reception, filing, record keeping, bookkeeping and typing. For complete job description, please use this link: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4556>

EXAMPLE OF DUTIES: Typing: Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals. FILING: Sets up and maintains office procedures, filing and indexing systems and forms for own use. CORRESPONDENCE: Composes routine correspondence. REPORT WRITING: Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format). INTERPERSONAL: Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions. PROCESSING: Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and order supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

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.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years' general clerical work experience.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

SPECIAL REQUIREMENT:

Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

NOTE ON UNCLASSIFIED APPOINTMENTS:

Candidates appointed to unclassified positions within Connecticut Innovations, Incorporated must meet the above Experience and Training requirements. These appointments will be made in accordance with Section 32-39 (7) of the Connecticut General Statutes.

Application Instructions: Please submit a complete [CT-HR-12 \(State Employment Application\)](#) resume, letter of intent, and 3 letters of professional reference to the fax listed below. State employees must submit 2 most recent performance appraisals in lieu of references. When applying, you must include the posting #JG46166NOR. Applications may be faxed to 860-707-1960. If faxing your application, please do not send the original, only (1) copy is needed.

**DEPARTMENT OF CHILDREN AND FAMILIES
Jodi Grasso - HUMAN RESOURCES
2081 SOUTH MAIN STREET
MIDDLETOWN, CT 06457
FAX 860.707.1960**

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.