



STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
 Central Office
 460 Capitol Avenue, Hartford, CT 06106



VACANCY - PLEASE POST IMMEDIATELY

DATE: May 18, 2012

CLOSING DATE: May 29, 2012

POSITION	Clerk Typist
POSITION #	00101903
LOCATION	Central Office – Hartford
SCHEDULE	Monday-Friday 7:30am - 4:00pm

Full Time Part Time Hours Per Pay Period

EXAMPLES OF DUTIES

This position will be part of the waiver management team and will be responsible for completing a variety of clerical functions consistent with the Clerk Typist job classification (e.g. typing, filing, answering phones, processing mail, ordering office supplies, etc.) that are an integral part of the waiver enrollment process and record maintenance. These processes are an important step in the process necessary to receive 50% reimbursement for HCBS waiver services provided to people with intellectual disabilities. In order to have a complete file a variety of documents must be obtained and organized into a waiver enrollment file. There are also specific steps in the discharge process that must take place. All the documents are subject to federal audit and therefore the proper processing is essential to protecting the federal revenue.

EXPERIENCE & TRAINING

General Experience	Six (6) months as a Typist or its equivalent.
Substitutions Allowed	Graduation from high school with coursework in typing.
Preferred Skills	Proficient in Microsoft Access, Word, and Excel. Strong oral and written communication skills. Strong organizational skills. Some knowledge of Home and Community Based Waivers.

Please visit the DDS Intranet site @ www.ct.gov/ddssi to view additional postings.

TO APPLY: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam including the job Position Number. Please also provide and a copy of your last 2 performance appraisals. All application materials must be received by **11:59pm on the closing date indicated above**. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

SEND APPLICATION MATERIALS TO:

Department of Developmental Services — Central Office
 460 Capitol Avenue
 Hartford, CT 06106
 Attn: Ms. Daimar Ramos
 Tel: (860)418-6121 FAX: (860)418-6004 email: daimar.ramos@ct.gov

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