

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

Office Assistant
Regulatory Services – Drinking Water Section

POSTING DATE: May 23, 2013

CLOSING DATE: May 31, 2013*

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

OPEN TO: Candidates on a current examination list

POSITION CONTROL NUMBER: 012497SC NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 450 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: CL 13/\$37,429* - \$49,108 (*New State Employees)

NOTE: 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. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

PREFERRED SKILLS:

- Experience initiating and tracking requisitions and purchase order transactions with various funding sources utilizing CORE-CT or an Oracle PeopleSoft system;
- Experience answering a high volume of phone calls, and listening and responding to customer inquiries on the telephone and also in person;
- Experience working with spreadsheets, data bases, and word processing software, including Microsoft Word, PowerPoint, Excel or Access;
- Experience preparing travel authorizations, reimbursements, and conference registrations, and providing office support functions for a large group;
- Experience scanning and electronically indexing documents for records retention and archival purposes;
- In addition to the Preferred Skills above, experience working with the drinking water industry helpful.

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.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184(if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.