

**DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
CLERK TYPIST**

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

Closing Date: Monday, December 2, 2013

The Department of Social Services is seeking energetic candidates for a challenging Clerk Typist role with our Human Resources unit. Candidates must be prepared to work in an environment that is diverse, technical, complex, and fast paced. This position, located in the Hartford Central Office of Human Resources, demands teamwork, reliability, accuracy and precise attention to detail.

Open To: **The Public**

Location: DSS Central Office, Human Resources Office
25 Sigourney Street, Hartford, CT

Job Posting No: CLKTYP

Work Schedule: Monday thru Friday: 8:00am – 4:30pm

Salary Range: \$34,565 - \$43,693 annually

Essential Responsibilities Include:

This position is responsible for performing a full range of clerical functions including extensive record keeping, document processing, data entry, filing, reception, as well as monitoring and responding to telephone inquiries; examines and organizes incoming materials; initiates and maintains communications with agency staff, job applicants, other state agencies and the public; responds to internal and external inquiries for information and assistance; maintains office procedures, filing and indexing systems and forms for office use and to meet recurring needs; maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; maintains records and logs; initiates correspondence in carrying out duties; creates and maintains spreadsheets; types correspondence, forms, etc.

Qualifications Include:

- Six (6) months' work experience as a Typist or its equivalent;
- Graduation from high school with coursework in typing may be substituted;
- Ability to work in a fast paced team oriented environment;
- Ability to process a large volume of work involving time sensitive matters;
- Ability to meet specific mandated statutory deadlines;
- Strong organizational skills;
- Ability to coordinate data from various sources in an efficient and accurate manner.
- Excellent customer service skills
- Able to communicate clearly and effectively both verbally and in writing
- Knowledge of proper telephone usage

Also Required:

Applicants must demonstrate the ability to manage a variety of record systems in an efficient manner and have the ability to balance competing priorities in a fast paced environment with a strong attention to detail; knowledge of office systems and procedures; very good interpersonal skills; ability to read, comprehend and apply instructions; ability to organize and coordinate workflow; ability to articulate ideas and information effectively; ability to devise and maintain record keeping and filing systems; ability to examine documents for accuracy and completeness; ability to operate office equipment including personal computers, and other electronic equipment; ability to operate office suite software.

Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.

Application Instructions:

If this opportunity interests you and you meet the qualifications noted above, please download a State of Connecticut Application for Examination or Employment (CT-HR-12) from the State of Connecticut's Department of Administrative Services' Website: www.das.state.ct.us/exam/default.asp#APPLICATION and **FAX** or **MAIL** your application, cover letter, and copies of your (2) two most recent service evaluations to:

**Ellen Mantel, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

FAX: 860-951-2979

Applications must be postmarked (or FAXED) no later than Monday, December 2, 2013, close of business

Late or incomplete applications will not be considered.

An Equal Opportunity / Affirmative Action Employer.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.