State of Connecticut

Department of Social Services
3580 Main Street Hartford, Connecticut 06120

CLERK-TYPIST

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

Posting Date: 05/13/2010 **Closing Date: 05/21/2010**

The Department of Social Services is presently recruiting for Clerk Typist positions within our Northern Region which consists of the Hartford, Manchester, New Britain and Willimantic Offices.

OPEN TO:	**The Public**
POSITION:	**Clerk Typist**
BARGAINING UNIT:	**Administrative Clerical (NP-3)**
SALARY RANGE:	**$32,739.00 – $41,385.00 Annually**

LOCATIONS:	**3580 Main Street** **Hartford, CT**	**30 Christian Lane** **New Britain, CT**
	699 East Middle Turnpike **Manchester, CT**	**676 Main Street** **Willimantic CT**

DUTIES AND RESPONSIBILITIES: In a state agency, this class is accountable for performing a full range of general clerical functions including basic processing, reception, filing, record keeping, bookkeeping and typing.

1. TYPING: Using a typewriter, personal computer and other electronic equipment types a variety of materials from rough copy or electronic recording device including correspondence, memos, reports, forms, applications, bills and other documents and records with speed and accuracy; reviews and corrects drafts for conformance with originals; enters and retrieves data on personal computers and computer terminals.

2. FILING: Maintains logs; sets up and maintains records and files according to established procedures; (e.g. alpha, numeric or chronological order); searches files for information.

3. CORRESPONDENCE: Prepares and sends out standard form letters making minor revisions or additions.

4. REPORT WRITING: Compiles information from standard sources and prepares reports.

5. INTERPERSONAL: Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk).

6. PROCESSING: Receives, sorts and distributes mail; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness (ensures categorical information is completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; does routine posting to ledgers, account books or other records; receives payments for licenses, bills, applications, fines and fees, etc.; prepares, totals and balances receipts; prepares cash transmittal/deposit slips; types and prepares purchase requisitions, orders or billing invoices according to established procedures; assists in or maintains inventory and orders supplies; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

EXPERIENCE AND TRAINING:

General Experience: Six (6) months as a Typist or its equivalent.

Substitution Allowed: Graduation from high school with coursework in typing.

APPLICATION PROCEDURE: Candidates should complete a State of Connecticut Application (Form PLD-1), which can be downloaded from the State of Connecticut's Department of Administrative Service's website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. The application should be typed or printed clearly; completed fully, signed and dated prior to submission. You may submit your PLD-1 application by either fax or U.S mail (Please do not sent both). When faxing, keep a copy of your completed application form and the fax transmittal receipt for your records. Please indicate the position title and regional office location(s) that you are applying for on the front top of the PDL-1 application form and send directly to:

Delores Atwater, Human Resources Associate
Department of Social Services – Northern Region
3580 Main Street, Hartford, CT 06120-1187
FAX #: (860) 566-1768

APPLICATIONS MUST BE RECEIVED NO LATER THAN FRIDAY, MAY 21, 2010 CLOSE OF BUSINESS

An Affirmative Action / Equal Opportunity Employer