

**State of Connecticut
Department of Social Services- Southern Region
Middletown and Norwich Offices**

INTERPRETER CLERK (Spanish-Bilingual)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTONS AT THE BOTTOM OF THIS PAGE!

POSTING DATE: May 5, 2010

CLOSING DATE: May 13, 2010

The Department of Social Services, Southern Region is presently recruiting for anticipated job opportunities in the classification of Interpreter Clerk in the Southern Region's Middletown, and Norwich Office locations.

OPEN TO: The Public
POSITION: Interpreter Clerk (Spanish) (CL-13)
BARGAINING UNIT: Administrative Clerical (NP-3)
SALARY RANGE: \$36,516 - \$ 47,910 Annually

LOCATIONS	Middletown Regional Office 117 Main Street Ext. Middletown, CT 06457	Norwich Regional Office 401 Thames Street Norwich, CT 06360
------------------	---	--

JOB RESPONSIBILITIES:

Acts as Interpreter for staff in cases and work situations involving Spanish-speaking clients. Must Interpret and translate all written documentation such as Client Applications, letters, other supporting documentation. May also prepare various written correspondence must perform various other Clerical functions such as: computer processing, maintain records and filing. Operates other general Office equipment; answers phone inquiries. Must perform other related clerical support functions and interpreting/translating duties as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Must be fluent in both English and Spanish languages with the ability to speak, read and write in both languages clearly. Must have excellent interpersonal skills, and ability to communicate clearly in either English or Spanish to clients, staff and others. Must have ability to follow oral and written instructions.

EXPERIENCE AND TRAINING:

Any experience or training which would have provided the knowledge, skills and abilities outlined above.

ELIGIBILITY REQUIREMENTS:

State employees currently holding the above title, or who have previously attained permanent status may apply for Lateral Transfer. The filling of this position will also be in accordance with all State Re-employment, SEBAC, Transfer, Merit Promotional, and Certification Rules as mandated by the State of Connecticut and Bargaining Unit Contract.

APPLICATION PROCEDURES:

Candidates should complete a State application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. The application must be typed (computer data entry) or printed clearly, fully completed, signed and dated prior submission. **Please indicate the Position Title and Office Location/s you are applying for on the front top of the PLD-1 application form.**

Please submit your **PLD-1 application form by either FAX or U.S Mail (Please do not send both)**. When faxing, keep a copy of your completed Application Form and the Fax Transmittal Receipt for your records. Your completed and signed application must be directed and received **no later than Thursday May 13, 2010** to:

**Sandra Washington, Principal Human Resources Specialist
Department of Social Services
Southern Region- Human Resources Division
401 West Thames St., Norwich, CT. 06360
FAX: (860) 823-3402**

APPLICATIONS MUST BE RECEIVED ON OR BEFORE THURSDAY, MAY 13, 2010 CLOSE OF BUSINESS

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER