

**DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
Summer Worker**

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

The Department of Social Services is seeking college students who have an interest in providing administrative support to one of our 12 field operations offices or Central Office. The work environment can be fast paced and demands teamwork, reliability, good time management skills, accuracy and precise attention to detail.

Open To: **The Public – college students or college graduates**

Location: **DSS offices – Bridgeport, Danbury, Hartford, Middletown, New Haven, New Britain, Manchester, Norwich, Stamford, Torrington, Waterbury, Willimantic & Hartford Central Office**

Job Posting No: **SW2013**

Work Schedule: Monday thru Friday: 8:00am – 4:30pm **or** 8:30am – 5:00pm (40 hours per week)

Salary Range: \$8.25 - \$11.00 per hour (dependent on level of education)

Closing Date: **Friday, May 3, 2013**

General Knowledge:

Knowledge of office operations with skills that include a comprehensive understanding of computer usage as well as comfort with acquiring knowledge of new databases and programs; proper telephone usage; filing; good interpersonal skills; basic verbal and written communication skills; and can demonstrate that they can exercise good judgment and reasoning.

Essential Responsibilities Include:

Performing clerical tasks such as filing & archiving records, mail processing, use of Microsoft word, excel, and access software to update or generate documents, copying, recording information, answering telephones, and assisting staff with a variety of projects.

Qualifications:

Applicants must be enrolled in an institution of higher education or college graduate

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 EMAIL your cover letter, completed application and the names of three (3) current professional references (this may include faculty members) to:**

**Delores Atwater, Human Resources Associate
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Email Address: Delores.atwater@ct.gov FAX #: 860-951-2979

**APPLICATIONS MUST BE RECEIVED BY Friday, May 3, 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.