

DEPARTMENT OF HOUSING
JOB OPPORTUNITY
DURATIONAL OFFICE ASSISTANT
TWO (2) VACANCIES

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

Open To: CANDIDATES ON A CURRENT EXAMINATION LIST

Location: 505 Hudson Street, Hartford

Job Posting No: 00000

Hours: 40 hours per week

Salary: \$37,429-\$49,108 (AR-25)

Closing Date: July 1, 2013

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **THIS IS A TWO YEAR DURATIONAL POSITION. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: 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.

Examples of Duties: Formats and types a full range of correspondence, reports, forms and other documents from rough drafts, dictated notes, mocked up materials etc.; inputs information into federal DRGR and applicable state systems as appropriate; proofreads documents for content; edit documents using knowledge of grammar, punctuation and spelling; designs office filing systems consistent with federal requirements; organizes and maintains files (including confidential files); maintains, updates and reviews references, materials and manuals; compose complex letters for supervisor's or manager's signature; tracks incoming and outgoing correspondence, contracts, reports to ensure proper processing; researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations; acts for supervisor and manager by interpreting established policies and procedures; troubleshoots by relieving supervisor and manager of as much administrative detail as possible; screen letters, memos, reports and other materials to determine action required; arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials; writes minutes of meetings as required; develops input and prepares documentation and/or department budget; prepares, make travel arrangements and prepares necessary forms for approval; coordinates budget control and monitoring; develops office and/or department procedural manuals; trains office support staff; performs related duties as required.

General Experience: Two (2) years' general clerical work experience.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling six (6) months of experience.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit **(please do not email or fax your application package)** a cover letter, a resume, and a Form CT-HR-12 (application for employment) found on the DAS website **no later than close of business July 1, 2013** to:

DEPARTMENT OF HOUSING
Human Resources Office
505 Hudson Street
Hartford, CT 06106

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

