

**OFFICE OF THE STATE TREASURER
JOB OPPORTUNITY
CLERK TYPIST (Classified/Non-Competitive)**

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

Job Posting No: 00000476

Open To: Public
Location: Office of the State Treasurer, 55 Elm Street, Hartford, CT 06106
Hours: 40 hours/week, Monday – Friday (8:00 am to 5:00 pm)
Salary: CL - 10: \$36,671 to \$46,355
Closing Date: October 16, 2015

Eligibility Requirement: Candidates must meet the minimum qualifications required for this job specification (please see below).

EXAMPLES OF DUTIES:

The incumbent will be responsible for a full range of duties including: receiving, holding and reconciling holder reports; retrieving and refiling of files; lifting and moving boxes accordingly ; receiving, sorting and distributing mail; typing a variety of materials from rough copy including correspondence, memos, reports, forms and applications, bills and other documents and records; reviewing and correcting drafts for compliance with originals; entering and retrieving data on computer terminals; maintaining records and searching files for information; sending out standard form letters, making minor revisions or additions; answering telephones; receiving and directing visitors; handling routine requests for information or assistance over the telephone or in person (e.g. reception desk); photocopying and collating materials; assisting in bulk mailings; assisting in or maintaining inventory and ordering supplies; and performing other 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 strict numeric ordering; ability to lift, move and pull boxes as necessary for labeling for off-site storage.

EXPERIENCE AND TRAINING:

General Experience:

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

Substitution Allowed:

Graduation from high school with coursework in keyboarding or typing.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume and Application for Employment ([CT-HR-12](#)). State employees must submit copies of their last two (2) service ratings by October 16, 2015 to:

**The Office of the State Treasurer
Human Resources
55 Elm Street
Hartford, CT 06106
Attn: Ted Janiszewski, Principal Human Resources Specialist
FAX NUMBER: 860.622.4905
E-MAIL ADDRESS: Theodore.Janiszewski@ct.gov**

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.