

DEPARTMENT OF LABOR  
JOB OPPORTUNITY  
PROCESSING TECHNICIAN (CL 16)  
WAGE AND WORKPLACE STANDARDS

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

**Open To:** Candidates on a current examination list.  
**Location:** 200 Folly Brook Boulevard, Wethersfield  
**Job Posting No:** 598  
**Hours:** Full-time  
**Salary:** \$44,038 - \$57,588  
**Closing Date:** January 16, 2014

**Eligibility Requirement:** Candidates must have applied for and passed the Processing Technician exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees who achieved permanent status in this class may apply.

**Duties:** Performs the most complex duties related to an agency's clerical processing functions; examines incoming materials for accuracy, completeness and conformance to state statutes and regulations; makes corrections and/or additions; devises follow up procedures to efficiently and effectively carry out activities; initiates and maintains communications with a wide variety of resources to verify information and complete transactions including other state employees, offices and outside officials such as attorneys, judicial and social welfare officials or representatives; interprets and applies state statutes and regulations relating to the particular processing service; makes decisions as to case status, transaction permissibility or admissibility; responds to internal and external inquiries for information and assistance; sets up and maintains office procedures, filing and indexing systems and forms for office use and to meet recurring needs; maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; maintains records and logs; prepares status or statistical reports related to processing function; assists in maintaining general files in support of processing function; initiates correspondence in carrying out duties; types correspondence, forms, file documentation, etc. in support of processing function; may process fees and maintain financial records; may lead lower level clerical employees assisting in carrying out processing responsibilities; performs related duties as required.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. . The ideal candidate will be bi-lingual in English/Spanish.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, State of Connecticut Application for Examination or Employment (CT-HR-12), and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. Current state employees are required to submit their last two service ratings. Current Department of Labor employees are not required to submit the Pre-Authorization and Release form. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 598. Applications will not be considered if incomplete, missing materials, or not received or postmarked by the above closing. Submit via mail to:

DEPARTMENT OF LABOR – HUMAN RESOURCES  
200 Folly Brook Boulevard  
Wethersfield, CT 06109  
FAX NUMBER (860) 263-6699

Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Not all individuals who apply will be granted an interview.

**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.



CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: (    ) \_\_\_\_\_

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

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Date Signed	Signature of Applicant
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As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

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Date Signed	Signature
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A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained/reviewed at the following link:

[http://www.ct.gov/ethics/lib/ethics/guides/2012/public\\_officials\\_and\\_state\\_employees\\_guide\\_december\\_2012\\_rev.pdf](http://www.ct.gov/ethics/lib/ethics/guides/2012/public_officials_and_state_employees_guide_december_2012_rev.pdf)

