

**Connecticut General Assembly
JOB OPPORTUNITY
Receptionist – House Democratic Office**

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

Open To: The Public

Location: Hartford

Hours: Full-Time

Closing Date: May 20, 2022 by 5:00pm

General Knowledge:

Greets and provides service and information to the public, legislators, agency offices, and lobbyists in a timely, knowledgeable, and courteous manner. Work is closely supervised by a more senior employee. Work may be performed independently but is reviewed closely.

Examples of Duties:

- Answers telephone and greets, assists, screens, and directs calls or visitors;
- Types and maintains a variety of forms, cards, labels, envelopes or routine memos;
- Orders and distributes supplies;
- Picks up, opens, sorts and distributes mail;
- Stuffs and labels mailings;
- Collects, checks, sorts, codes, numbers, verifies or processes materials of a routine or repetitive nature;
- Photocopies bills, reports, stationery and other documents;
- Maintains front office, copy room, mailboxes, and office equipment;
- Updates telephone lists;
- Performs other related duties as required.

Application Instructions:

Please send a resume and cover letter to Mandi.Careathers@cga.ct.gov by 5:00 pm May 20, 2022.

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.