

Connecticut General Assembly
JOB OPPORTUNITY
Human Resources Assistant
Office of Legislative Management

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

Open To: The Public
Location: Legislative Office Building
Hours: Full Time, 40 hours per week
Salary: \$55,973
Closing Date: May 15, 2015

General Description:

The Office of Legislative Management is the business office of the Connecticut General Assembly. As a member of the Human Resources team this entry level position is responsible for basic technical human resources duties within the day-to-day operations of the department. Related activities include, but are not limited to, supporting, executing and completing tasks and projects within the following HR disciplines: recruiting, benefits administration, compensation, employee onboarding, training and workers' compensation.

Preferred Skills and Ability:

- Requires an associate's degree;
- Four (4) years secretarial or administrative experience in human resources management with basic knowledge in the areas of: recruitment, selection, compensation, benefits, payroll, employee relations, organizational and/or employee development;
- Any equivalent combination of education and experience;
- Basic knowledge of relevant state and federal statutes and regulations;
- Knowledge of principles and techniques of human resources management;
- Excellent interpersonal and customer service skills;
- Considerable oral and written communication skills.
- Ability to work independently and as a team member.
- Must have professional demeanor, positive attitude, patience, flexibility and a customer-service attitude

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter and a resume to:

Office of Legislative Management
Attn: HR Assistant Position
Room 5100, Legislative Office Building
Hartford, CT 06106

Applications must be received by 5:00 pm, Friday, May 15, 2015.

AN 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.