

Connecticut General Assembly
JOB OPPORTUNITY
Service Center Coordinator

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

Open To: The Public
Location: Hartford – On site
Salary: Starting Salary \$71,468 plus State Pension and Health Benefits
Closing Date: May 20, 2022, 5:00 p.m.

General Knowledge:

The Office of Legislative Management is seeking to fill a nonpartisan Service Center Coordinator position. The selected individual will perform a wide range of accounting duties including: Plans, coordinates and directs the work of technical, clerical, or administrative employees. Oversees the operations of the mailroom, copy and supply room, and bill room. Work is performed with limited supervision and requires independent judgement and the ability to deal with various individuals and groups. Supervisory responsibilities included.

Minimum requirements:

A business school certificate or associate's degree and at least five years progressive administrative experience with at least one year of supervisory experience; or an equivalent combination of education and experience; knowledge of purchasing and business practices; strong interpersonal skills including initiative, leadership and tact; knowledge of computer systems and ability to learn related software; knowledge of the legislative process; knowledge of USPS regulations; ability to lift 50 pounds; ability to work overtime as necessary.

Application Instructions:

Please send a cover letter and resume via email to CGAEmployment@cga.ct.gov indicating Service Center Coordinator in the subject line. Interested applicants must apply by 5:00pm on 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.