



**OPEN TO THE PUBLIC
ADMINISTRATIVE SERVICES ASSISTANT
OFFICE OF THE CHIEF PUBLIC DEFENDER-HARTFORD**

Applications are now being accepted for an Administrative Services Assistant in the Administrative Services Unit located in Hartford. This position provides administrative support to the Administrative Services Unit; responsible for asset management for all offices within the Division including updating information in CORE; manages and tracks obsolete equipment and responsible for public surplus auctions; conducts annual inventory; assists with compliance reading GAAP and state property reporting; orders office supplies and PPE as necessary for all offices; assists with monthly P-card reconciliations, including creating purchase orders and receipts in CORE; oversees Division vehicles, including auditing mileage, processing emission and registration paperwork, and maintaining the vehicle inventory; updates and maintains databases; may be required to move equipment and/or furniture to or within an office location; may be required to lift and/or carry office equipment; may assist higher level employees in performing more advanced tasks; may assist with special projects; performs related duties as required.

Qualifications: Minimum of four (4) years of experience in complex clerical work. An associate degree or maybe substituted for up to one (1) year of general experience and a bachelor's degree. may be substituted for up to two (2) years of general experience.

Proficiency in CORE-CT and Microsoft Excel strongly preferred.

Starting Salary: \$71,760.00 annum with full State benefits.

Application Process: Applicants must submit Employment Application, Letter of Interest and Resume, All forms can be obtained from our website:

<https://portal.ct.gov/OCPD/Employment/Employment-Opportunities>

Current, permanent employees in the Division interested in applying should submit an updated resume and letter of interest.

ALL APPLICATION DOCUMENTS MUST BE SUBMITTED IN ONE DOCUMENT PACKAGE and submitted to OCPDHR@pds.ct.gov; Jen.Loo@pds.ct.gov no later than AUGUST 2, 2024. Only those applicants selected for an interview will be contacted.

**AFFIRMATIVE ACTION/EQUAL
OPPORTUNITY EMPLOYER**

DPDS is an equal opportunity/ affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status.

Applications by members of all underrepresented groups are encouraged.