



Connecticut Lottery Corporation

Position Vacancy Announcement

TITLE: Office Assistant

LOCATION: Claims Department

SALARY: \$43,815 starting annual salary

Located in Rocky Hill, the Connecticut Lottery Corporation (CLC) is a quasi-public agency of the state of Connecticut. With a team of nearly 140 employees, we partner with over 2,900 retailers to sell our products statewide. With a strong focus on responsible gambling, we have achieved over \$1 billion in sales and returned over \$370 million to the state's general fund last year alone.

The Connecticut Lottery Corporation is actively recruiting for an Office Assistant in our Claims department. This position is responsible for performing complex clerical duties having statewide impact and interacting with the general public.

Duties: This position will be responsible for providing a variety of customer service to the public including: processing ticket claims, verifying ticket information, completing necessary research and correspondence, issuing checks, recording transactions, answering telephone inquiries, completing required forms and other related duties as required.

Experience: Qualified candidates must possess a minimum of two (2) years' general clerical work experience. English/Spanish bilingual fluency preferred. Candidates should have the ability to interact effectively with supervisor, co-workers and the public; strong interpersonal and oral communication skills; solid writing and grammar skills; good attention to detail; and the ability to accurately complete forms. In addition, cash handling and basic arithmetic computations are necessary. Proficiency in Microsoft Office preferred. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Interested candidates must submit a CLC application, available at www.ctlottery.org, along with a cover letter and resume to:

Connecticut Lottery Corporation, Human Resources
777 Brook Street, Rocky Hill, CT 06067
Fax (860) 713-2670; or email Careers@ctlottery.org

Only those CLC applications received by **Wednesday, January 27, 2021**, close of business will be considered.

Offer of employment is subject to licensing.

The Connecticut Lottery Corporation (CLC) is an Affirmative Action/Equal Opportunity Employer that does not tolerate unlawful discrimination or harassment. The CLC follows all applicable federal, state, and local laws regarding non-discriminatory hiring and employment practices.