

State of Connecticut
JOB POSTING

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITIES
SUMMER WORKERS

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

Open To: The Public

Locations: Branch Offices: Bridgeport, Cheshire, Danbury, Enfield, Hamden, New Britain, Norwalk, Norwich, Old Saybrook, Waterbury, Wethersfield, Willimantic, and Wethersfield Central Office

Hours: Wethersfield Central office: Monday through Friday
Branch Offices: Tuesday through Saturday

Salary: \$8.25 - \$11.00 hourly (Depending on previous Summer Worker experience at DMV and/or number of College credits.)

Closing Date: May 1, 2013

Knowledge, Skills and Abilities: Knowledge of principles, practices and procedures of assigned Unit; knowledge in operation of equipment, materials and activities of assigned Unit; interpersonal skills; proper social conduct; ability to understand and carry out written orders and oral instructions; adequate physical strength and stamina to perform duties; written communication skills, familiarity with computers and programs.

General Experience: Performs clerical tasks such as filing, typing, xeroxing, recording information, answering the telephone, reception duties, computing, office machine operation, routine library tasks, inventory, stockroom, mail processing, performs related duties as required. Performs maintenance tasks, ground care; assist in installing software, and equipment deployment.

Working Conditions: Incumbents may be required to lift; may be exposed to some risk of injury from equipment.

Note: The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested candidates who meet the above requirements should submit a resume, and a State Application form CT-HR-12, indicating **Summer Worker** and **location preference on the Position/Job Title line**. Applications can be downloaded from the internet at <http://das.ct.gov.employment>. Send application for employment to:

DEPARTMENT OF MOTOR VEHICLES
HUMAN RESOURCES, ROOM 235
60 STATE STREET
WETHERSFIELD, CT 06161

Please note: Due to the large number of expected applicants we cannot confirm receipt of application material. Incomplete or late application packages will not be considered.

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.