

State of Connecticut
JOB POSTING

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITIES
SUMMER WORKERS-COMMISSIONER'S OFFICE

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

Open To: The Public

Location: Wethersfield

Hours: 40 Hours weekly. Monday - Friday schedule. Temporary position ending September 4, 2014.

Salary: \$10.10 - \$11.00 hourly (Depending on previous Summer Worker experience and/or number of college credits).

Closing Date: Applications and cover letters must be received by 12 noon on May 20, 2014.

Job Duties: These positions will assist the Commissioner's Office in performing clerical duties during the summer months.

Knowledge, Skills and Abilities: The candidate must have excellent written and oral communication skills. In addition, the candidate must have strong data entry skills, and extensive knowledge of Excel and Word computer programs.

Working Conditions: Incumbents may be required to drive a vehicle to attend meetings with outside agencies.

Application Instructions: Interested candidates who meet the above requirements should submit a cover letter regarding their interest in the position and a State Application form CT-HR-12, indicating **Summer Worker – Commissioner's Office. Under Section 10 of the HR-12 application candidates must indicate they are willing to work in the Wethersfield location to be considered.** 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.** Depending on number of responses, all qualified candidates may not be interviewed.

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.