

State of Connecticut
JOB POSTING

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITIES
SUMMER WORKERS-INFORMATION TECHNOLOGY

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 positions ending November 13, 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 19, 2014.
- Job Duties:** These summer worker positions will aide in the large-scale deployment of desktop PC computers, assist with basic computer help desk functions, record associated inventory records, and perform other duties related to the support of computer end users.
- Knowledge, Skills and Abilities:** Good working knowledge of desktop PC's, laptop computers, and associated peripherals. Ability to configure and utilize the Microsoft Office Suite of products including Word, Outlook, and Excel. Knowledge and ability to configure and utilize Microsoft Windows 7 operating system. Accuracy and the ability to effectively communicate with end users are important skills.
- General Experience:** Seeking applicants with computer help desk, PC deployment, or related experience.
- Working Conditions:** Incumbents may be required to lift and may be exposed to some risk of injury from equipment.
- 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 – Information Technology. 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.