

Connecticut State Library
Job Opportunity
Maintainer (Sorter)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Position No.: 114336
Unit: Library Development/Connecticar
Location: 75 Van Block Ave., Hartford CT
Hours: Monday through Friday, flexible 5 hours/day; 25 hours/week (part time)
Salary: Hiring Rate TE09 = \$1,201.81 bi-weekly; after successful working test period, increase to TC09/Step 1 \$1,335.33
Closing Date: August 31, 2016

The Connecticut State Library is seeking a sorter to perform book sorting tasks in its Library Developer/Connecticar Unit's warehouse. This busy operation requires working on your feet for most of your shift and involves sorting inbound items to their proper destinations, loading and sorting bins located in route areas, assisting drivers with loading and unloading vehicles when needed; regular maintenance functions and, on occasion, operating a ¾ ton van.

The preferred candidate must read and speak the English language; have the ability to lift and move items, up to 45 lbs.; learn sorting methods and perform sorting operation; possess and maintain a valid/active Connecticut driver's license and operate a delivery van; have customer service skills; work independently; have basic computer skills.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate equipment and vehicles used in daily work; ability to learn policies and procedures; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple recordkeeping.

EXPERIENCE AND TRAINING: Any experience and training which provide the knowledge, skills and abilities listed above.

PHYSICAL REQUIREMENTS: Incumbents in this class must have adequate physical strength, stamina, physical agility, visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.

Note: Filling this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit a **cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (CT-HR-12)** at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

Deborah Hearl, Human Resources Specialist
Dept. of Administrative Services/SmART
Email to DAS.HR.SMART@ct.gov
Subject line MUST include: your last name and Maintainer114336.
DO NOT HAND DELIVER

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

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.