

State of Connecticut
JOB POSTING

Connecticut State Library
Job Title: Maintainer (Driver)

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

Open To: The Public (no exam)
Location: 75 Van Block Ave, Hartford
Job Posting No: 35022
Hours: Monday through Friday, 37.5 hours (full time)
Salary: Hiring Rate TE09 = \$1,166.79 bi-weekly; After successful working test period increase to TC09/Step 1 \$1,296.40
Closing Date: September 11, 2014 by 4pm; no exceptions

View the complete job description at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6703>

View the salary plan at: <http://www.das.state.ct.gov/HRDocs/CompPlans/TC%20%202014%2007%2001.pdf>

The preferred candidate must possess and maintain a valid driver's license. Possession of a Commercial Driver's License (CLD) is preferred.

Demonstrated experience and ability to:

- : Safely operate a full size 1-½ ton van, and drive in various weather conditions with knowledge of the State's highways and roads helpful.
- : Follow established route schedules, lift multiple items up to 45 lbs., including loading and unloading vans daily,
- : Sort items by address, use a personal computer and Microsoft Office Suite.
- : Change tires and possess a working knowledge of motor vehicles.
- : Work a fixed schedule but may also work flexible hours as needed.

Customer service skills: Establish and maintain good working relationships with co-workers and the public with demonstrated communication skills..

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the preferred skills should submit *a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>)* to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services/SMART Unit
165 Capitol Ave, 5th Floor East
Hartford, CT 06106

Confidential Fax: (860) 622-4921

OR

Email to DAS.HR.SMART@ct.gov, MUST include Driver 35022 (last name) in subject line.

DO NOT HAND DELIVER

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

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.