

State of Connecticut
JOB POSTING

Connecticut State Library
Job Opportunity

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

Open To: The Public
Position No.: 35054
Unit: Library Development/Connecticar
Location: 75 Van Block Ave., Hartford CT
Hours: Monday through Friday, 37.5 hours (full 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: **November 5, 2015**

The Connecticut State Library is seeking a driver to pick up and deliver books and other materials in its Library Developer/Connecticar Unit. The preferred candidate must possess and maintain a valid/active Connecticut driver's license and have demonstrated experience in safely and competently operating a full size Ton and a half van in all weather conditions; knowledge of the State, Towns and roads; working on a fixed schedule and follow established route schedules; lifting and moving many items daily (load and unload vans), up to 45 lbs. each; working flexible hours as needed; changing tires and working knowledge of motor vehicles; customer service skills, maintaining working relationships with co-workers and the public; reading and speaking the English language; sorting items by address; computer use and Microsoft Office Suite.

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.

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
Confidential Fax: (860) 622-2873 – **OR** –
Email to DAS.HR.SMART@ct.gov
Subject line **MUST** include: Maintainer35054 and your last name.
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.