

DEPARTMENT OF MOTOR VEHICLES  
JOB OPPORTUNITY  
ADMINISTRATIVE ASSISTANT  
HUMAN RESOURCES DIVISION

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

**Open To:** Candidates on a current examination list.  
**Location:** 60 State Street, Wethersfield, CT  
**Job Posting No:** 7943  
**Hours:** 40 hours per week, Full time, Monday – Friday  
**Salary:** CL 19 \$49,357 - \$63,871 Annual  
**Closing Date:** March 1, 2012, postmark date

**Eligibility Requirement:** Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Preferred Skills:** Proficiency with Microsoft Word; Excel and familiarity with Access. Strong organizational and time management skills. Strong written and verbal communications skills. Excellent interpersonal skills, confidentiality is a must.

**Knowledge, Skills and Abilities:** Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

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

**Application Instructions:** Interested candidates who meet the above requirements should submit a cover letter, a resume, last two service ratings and a State Application Form CT-HR-12 indicating Administrative Assistant in the Position Title block. Remember to sign and date the CTHR-12 (typed signature acceptable). Application 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 materials. Incomplete or late application packages will not be considered.

**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.