

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY**

Connecticut Careers Trainee/Target class: Property Agent 1
Bureau of Engineering and Construction

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

Open To: The Public
Location: DOT Administration Building, 2800 Berlin Turnpike, Newington, CT 06111
Job Posting No: 31064
Hours: Full time, 40 hours per week
Salary: See Salary Schedule below
Closing Date: 4:00 p.m., September 24, 2014

Position Description: The Connecticut Department of Transportation has six Connecticut Careers Trainee (CCT) job opportunities in the Division of Rights of Way in the Bureau of Engineering and Construction, at the DOT Administration Building in Newington, Connecticut. The CCT training program will be either one or two years (see Experience and Training section below). Upon successful completion of the CCT training program, the incumbents will be promoted to the target classification of Property Agent 1. These positions are in the P-4 bargaining unit.

The candidates selected for these positions will work under the direction of a Property Agent 2 or an employee of higher grade to learn the basic principles and practices of real property acquisition and relocation services, property management, leasing, appraisals, title examination, closings, and deed preparation as they relate to the work of the Division of Rights of Way. To be successful, a candidate should possess strong writing, oral communication, interpersonal and organizational skills.

The ability to read, interpret and understand engineering and design drawings/plans and training and/or experience in the use of Geographic Information Systems (GIS) and other technical computer products and software, including Microsoft Word, Excel, Access, PowerPoint and Outlook, is highly preferred and should be indicated on the application form. Preferred educational degree areas include: real estate, business administration, economics, geographic information systems, political science with concentration in state and/or local government, communications, urban planning, or closely related fields.

Eligibility Requirement: Candidates **must** meet the knowledge, skills and abilities, and experience and training requirements listed below.

Knowledge, Skill and Ability: Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written materials; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

Experience and Training Requirements:

2 year training program: Possession of a Bachelor's degree*

1 year training program: Possession of a Bachelor's degree* plus certification by the International Right of Way Association as a Senior Right of Way Professional (SR/WA).

*The educational institution must be recognized by the CT Department of Higher Education as an accredited institution (www.chea.org). For foreign degrees not listed as accredited, documentation of equivalency from a recognized United States accrediting service must be submitted with your application package.

Salary Schedule:

First Year of Training Bachelor's degree FS-15 Step 1 (\$45,426 annually) Master's degree FS-15 Step 2 (\$47,062 annually)

Second Year of Training FS-15 Step 5 (currently \$51,976 annually)

Property Agent 1 FS-21 (currently \$60,764 - \$81,836 annually)

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

Application Instructions: To be considered for these positions, submit: a cover letter which states your interest and suitability for the positions, a resume, an application form CT-HR-12 (State of Connecticut Application Form for Examination and Employment) and copies of last two service ratings (State employees only) to:

**DEPARTMENT OF TRANSPORTATION
Attn: Yolanda Rolando, Administrative Assistant
Bureau of Engineering and Construction
Division of Rights of Way
2800 Berlin Turnpike
Newington, CT 06111
OR fax # (860) 594-2494**

Late and/or incomplete applications will not be considered. Due to the large volume of applications received, we are unable to confirm receipt or respond to calls/emails about the status of the recruitment process. Please refrain from contacting us for this purpose. Applications forms are available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Refer to the DAS website at <http://das.ct.gov/HR/JobspecNew/JobSearch.asp> for job specification requirements. Interviews will be limited to candidates whose qualifications most closely meet the requirements of this position(s). The candidate pool resulting from these interviews may be used to fill future Property Agent 1 positions within one year.

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.