

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
MAIL HANDLER

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

Open To: State Employees

Location: Connecticut Valley Hospital ~ Administrative & Support Services Division ~ Mail Room
Middletown, CT

Job Posting No: CV-101504

Schedule: Monday – Friday, 7:30 a.m. to 3:30 p.m. (37.5 hours per week)

Annual Salary: TE-11: \$31,259.00

Closing Date: June 6, 2014

Duties may include but not limited to: The Mail Handler would be responsible for the following duties: Sorts, distributes and routes incoming and interoffice mail; operates automatic postage application equipment, mail inserters, and weight scales; weighs and stamps postaged, franked or metered mail; drives state vehicles in the delivery of United States and interagency mail; picks up and delivers mail at United States Post Offices; signs for insured, certified, registered and special delivery mail; updates and maintains records; may maintain daily cash records; schedules vehicle maintenance; provides postal service assistance to customers; performs related duties as required.

Eligibility Requirement: State employees who possess the general and special experience and training, currently hold the above title or those who have previously attained permanent status in the above title may apply.

General Experience and Training: One (1) year of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

Special Requirement: Incumbents in this class may be required by the appointing authority to possess appropriate current licenses, permits and/or certifications.

Physical Requirement: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

Working Conditions: Incumbents in this class may be required to lift moderate to heavy weight.

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

To be considered for this position:

1. **DMHAS employees who are applying for a promotion or demotion** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
2. **All other State Employees** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

EMAIL: CVH-RECRUIT@CT.GOV ~ FAX: (860) 262-5055
Connecticut Valley Hospital
Office of Human Resources ~ ATTN: Recruitment
P.O. Box 351 ~ Middletown, CT 06457

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. NP-2