

**DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
DURATIONAL CLERK TYPIST
ALL LOCATIONS**

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

Open To: The Public

Locations: Various DMV Branch Locations

Hours: Tuesday – Saturday Schedule (40 Hours)
FULL-TIME DURATIONAL Positions (position End Date 12/21/17)

Salary: \$36,671 Annual Salary

Closing Date: February 23, 2017

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status, may apply for lateral transfer. Reemployment/SEBAC candidates will be given first priority.

The Connecticut Department of Motor Vehicles is currently seeking qualified applicants for several durational Clerk Typist positions in the Branch Operations Division. These positions will interact directly with customers, review documents and paperwork, while processing motor vehicle transactions.

Knowledge, Skills and Abilities: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

General Experience: Six (6) months as a Typist or its equivalent.

Substitution Allowed: Graduation from high school with coursework in typing.

Preferred Skills:

- Face to face, or phone based, customer service skills and experience.
- Experience reviewing and verifying documents.
- Skills in completing cash, credit, and check transactions.

Note: The filling of 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 requirements should submit a cover letter and completed Application for Employment [CT-HR-12](#) indicating **Clerk Typist** as the position/job title to:

**Department of Motor Vehicles
Human Resources Division
60 State Street, Room 235
Wethersfield, CT 06161
FAX NUMBER (860) 263-5576**

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. Applications postmarked after February 23, 2017, 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.