

DEPARTMENT OF REVENUE SERVICES

Consumer Information Representative TAXPAYER SERVICES DIVISION

Open To: Those currently on the Consumer Information Exam List, **OR** who currently hold the state title of Consumer Information Representative

Location: 25 Sigourney Street, Hartford, CT 06106

Hours: 40 Hour Work Week (Monday through Friday)

Salary: \$53,663 to \$67,984 Annually (AR 20)
(Those new to state service start at the minimum salary)

Closing Date: **Friday, October 5, 2012**

The **Department of Revenue Services** has **Consumer Information Representative** vacancies in the Taxpayer Services Division located at 25 Sigourney Street, Hartford.

NOTE: Candidates must be on the current Consumer Information Representative certification (examination) list promulgated by the Department of Administrative Services **OR** currently hold the state title of Consumer Information Representative to be considered.

Essential Skills needed: Pleasant, professional customer service skills, problem solving skills, research skills and computer skills.

Additionally: Tax knowledge a plus; experience in a busy call center a plus.

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

Background checks and tax compliance checks will be conducted.

Application Procedure:

Interested and qualified candidates should submit a cover letter detailing their background and experience, a completed state **Application for Examination or Employment (CT-HR-12)**, three (3) professional references and any other documentation that would provide information about their qualifications for this position the address listed below. **Applications may be submitted either in hard copy or by email.**

Department of Revenue Services,
25 Sigourney Street, Hartford, CT 06106
Human Resources Office, 19th floor,
Attention: **Kim Zordan**

DRS.HumanResources@po.state.ct.us

The Department of Revenue Services is an Affirmative Action/Equal Opportunity Employer.