

DEPARTMENT OF MOTOR VEHICLES  
JOB OPPORTUNITIES  
SUMMER WORKERS – PASSENGER ENDORSEMENT REVIEW UNIT/WETHERSFIELD

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

**Open To:** The Public

**Location:** Wethersfield

**Hours:** 40 Hours weekly. Monday - Friday schedule. Temporary position ending September 4, 2014.

**Salary:** \$10.10 - \$11.00 hourly (Depending on previous Summer Worker experience and/or number of college credits).

**Closing Date:** Applications and cover letters must be received by 12 noon on May 21, 2014.

**Job Duties:** These summer worker positions will be assigned to the Passenger Endorsement Review Unit. The candidate must have the ability to keep records confidential. The candidate will also be responsible for data entry of PSL applications. Other duties include copying, returning illegible fingerprints, filing applications and fingerprint cards.

**Knowledge, Skills and Abilities:** Excellent written and oral communication skills. Knowledge of computer programs such as Word. Candidate must also have outstanding customer service skills and a strong work ethic.

**Application Instructions:** Interested candidates who meet the above requirements should submit a cover letter regarding their interest in the position and a State Application form CT-HR-12, indicating **Summer Worker – Passenger Endorsement Review Unit. Under Section 10 of the HR-12 application candidates must indicate they are willing to work in the Wethersfield location to be considered.** Applications 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 material. **Incomplete or late application packages will not be considered.** Depending on number of responses, all qualified candidates may not be interviewed.

**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.