

DEPARTMENT OF MOTOR VEHICLES  
JOB OPPORTUNITY  
Durational Office Assistant  
May be under-filled as Clerk Typist

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

**Open To:** Public (Please see Eligibility Requirements below)

**Location:** Department of Motor Vehicles, 60 State Street, Wethersfield, CT

**Job Posting No:** 113411 Full-Time Durational with end date of 9/30/19

**Hours:** Monday through Friday 8 a.m. to 4:30 p.m.

**Salary:** Office Assistant CL 13 \$19.59 hourly  
Clerk Typist CL-10 \$17.57 hourly

**Closing Date:** February 16, 2016

**Eligibility Requirement for Office Assistant - Candidates must be on the current certification list promulgated by the Department of Administrative Services for Office Assistant. State employees currently holding the above title may apply for a lateral transfer.**

**Eligibility Requirement for Clerk Typist – Six months as a Typist of its equivalent.  
**Substitution Allowed: Graduation from high school with coursework in typing.****

**Reemployment/SEBAC candidates will be given first priority.**

**Example of Duties:** The Office Assistant/Clerk Typist position in the Document Integrity Division will be working with the MV Analysts on two special projects: Cross Jurisdictional CDL Screening Pilot and the Applicant Identity and Residency Verification Project. This position will assist with various clerical functions on the project which may include the following duties: Composing correspondence to customers, other state agencies, typing of various motor vehicle documents; entering and or retrieving data from DMV systems, setting up and maintaining numerous filing systems, generating, reviewing and writing any reports, as needed, answering phones and assisting customers, reviewing and distribution of documents, operating various office equipment: PC, fax machine, scanner, copier and phone, ability to utilize Microsoft Office Suite including: Word, Excel, Access, Powerpoint and Outlook, ability to recognizes discrepancies and the ability to correct discrepancies, perform related duties as assigned.

**Skills and Abilities Desired for Office Assistant:** Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

**Skills and Abilities Desired for Clerk Typist:** 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.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter with the State of Connecticut Application for Examination or Employment (CT-HR-12), indicating Office Assistant in the Examination Title block. Applications can be downloaded from the Internet at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf). Please send application for employment to:

**Department of Motor Vehicles  
Human Resources Office, 2<sup>nd</sup> floor  
60 State Street, Wethersfield, CT 06161  
Or by Fax: (860) 263-5576**

**Applications must be postmarked on or before the closing date listed above. INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.**

**Please note: Due to the large number of expected applicants we cannot confirm receipt of application materials.**

**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.**