

DEPARTMENT OF MOTOR VEHICLES  
CAREER OPPORTUNITY  
OFFICE ASSISTANT  
(May underfill as a Clerk Typist)

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

**Open to:** The Public and State Employees  
**Location:** Wethersfield Office  
**Schedule:** Monday-Friday  
**Title:** Office Assistant (May underfill as a Clerk Typist)  
**Salary:** \$19.59 – \$25.71 (Hourly)  
**Closing Date:** August 3, 2015

**ELIGIBILITY REQUIREMENT:** Candidates must be on the current certification list promulgated by the Department of Administrative Services for the job classification of Office Assistant. State employees currently holding the above title may apply for a lateral transfer. State employees who have held prior permanent status in the classification may also apply. For the underfill as a Clerk Typist, Six (6) months as a Typist or its equivalent. Substitution Allowed: Graduation from high school with coursework in typing. Reemployment/SEBAC Candidates will be given first priority.

**POSITION RESPONSIBILITIES:** Assigned to the Passenger Endorsement Review Unit and Document Integrity Unit, this position will be responsible for typing, setting up and maintaining files, producing reports, entering applications, responding to general correspondence, processing fingerprint cards, answering/directing phone inquiries related to the Passenger Endorsement Review Unit and Document Integrity Unit. This position is required to travel on a weekly basis to different state agencies; performs other related duties as required.

**Knowledge, Skill & Ability:** Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; customer service skills; interpersonal and organizational skills; ability to perform a full range of clerical tasks; possess basic math skills; ability to operate office equipment, including personal computers; familiarity with word processing, spreadsheet, and calendar software; ability to read and interpret complex instructions.

**Preferred Knowledge and Experience:** Must have experience with Access 2010. Experience with review and processing of paperwork related to Motor Vehicles and Commercial Motor Vehicles.

**Application Instructions:** Complete an application for employment (CT-HR-12) indicating Office Assistant as appropriate in the Examination Title block. Applications can be downloaded from [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). **Applications can be faxed to 860-263-5576 or mail and must be received by close of business August 3, 2015 to be considered. Based on the expected volume of candidates, all applicants may not be granted an interview.**

Human Resources  
Department of Motor Vehicles  
60 State Street, Room 235  
Wethersfield, CT 06161  
Fax: (860) 263-5576.

**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.-