

State of Connecticut
JOB POSTING

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITIES
SUMMER WORKERS-MAIL HANDLER

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 19, 2014.
- Job Duties:** These summer worker positions will assist Mail Room staff by picking up work in progress daily from branches around the state for delivery to Wethersfield.

Knowledge, Skills and Abilities: Knowledge of Postage Service regulations, rates and classes of mail; some oral and written communication skills; some interpersonal skills; ability to follow oral and written instructions; ability to perform basic arithmetic computations; some mechanical ability.

General Experience: Seeking applicants with experience and background in Mail processing.

Working Conditions: Incumbents may be required to drive a vehicle to attend meetings with outside agencies.

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 – Mail Handler. 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.