

State of Connecticut
JOB POSTING

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITIES
SUMMER WORKERS- BRANCH OFFICES

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

- Open To:** The Public
- Locations:** Branch Offices: Bridgeport, Cheshire, Danbury, Enfield, Hamden, New Britain, Norwalk, Norwich, Old Saybrook, Waterbury, Willimantic, and Wethersfield
- Hours:** 40 Hours weekly - Tuesday through Saturday schedule.
Temporary, seasonal positions 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 12, 2014.
- Job Duties:** Summer workers will be assigned a variety of tasks to assist with branch operations including; basic clerical functions, operation of camera equipment, processing of basic transactions, assisting in customer assistance, general guidance on customer questions, referrals to proper areas of the branch, assignment of numbers for service. May also be given assignments for maintenance, cleaning and upkeep of branch facilities. Workers may also assist in filing, moving materials, and files.
- Knowledge, Skills and Abilities:** Excellent customer service skills and interpersonal abilities. Knowledge of computer and software programs, ability to utilize a camera to take pictures, ability to perform mathematical calculations in an accurate manner.
- General Experience:** Seeking applicants with clerical experience, knowledge of computer and software applications, customer service experience and ability to operate equipment.
- Working Conditions:** Incumbents may be required to lift and may be exposed to some risk of injury from equipment.
- Note:** The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

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. Location preferences of where the applicant is willing to work must be completed for consideration.** 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.