

State of Connecticut  
**JOB POSTING**

DEPARTMENT OF MOTOR VEHICLES  
JOB OPPORTUNITIES  
SUMMER WORKERS-FISCAL SERVICES

**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 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 14, 2014.
- Job Duties:** These summer worker positions will aide in the transition of the DMV fiscal division for the modernization project. Duties will include testing fiscal transactions in the new system and processing transactions in process for the preparation of conversion. Selected candidates will also assist in basic accounting, inventory, and reporting activities for the Fiscal Office of the DMV.
- Knowledge, Skills and Abilities:** Accounting and bookkeeping skills. Knowledge and ability to create and utilize Excel spreadsheets. Strong math and calculation abilities. Accuracy and attention to detail are important.
- General Experience:** Seeking applicants with accounting, bookkeeping, and Excel spreadsheet skill sets and experience.
- 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 – Fiscal Services. 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.