

DEPARTMENT OF MOTOR VEHICLES  
JOB OPPORTUNITIES  
SUMMER WORKERS-HUMAN RESOURCES

**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 14, 2014.

**Job Duties:** These summer worker positions will aide Human Resources by assisting in basic recruitment activities including the scheduling of interviews, creating spreadsheets of applicant pools, answering phones, filing and assisting with basic clerical functions related to human resources and payroll activities. The selected candidate will also assist in expanding outreach efforts for recruitment of candidates.

**Knowledge, Skills and Abilities:** Excellent written and oral communication skills. Knowledge and ability to create Excel spreadsheets. Outstanding customer service skills. Strong work ethic. Basic understanding of human resources, affirmative action, and recruitment. Confidentiality is a must.

**General Experience:** Seeking applicants with experience and background in human resources and recruitment. Demonstrated strong customer service experience as well as outstanding communication abilities.

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

**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 – Human Resources. 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.