

DEPARTMENT OF LABOR
JOB OPPORTUNITY
SUMMER WORKER

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

Open To: General Public

Location: 200 Folly Brook Boulevard, Wethersfield (1 vacancy in Wage & Workplace unit)
35 Wolcott Hill Road, Wethersfield (1 vacancy in OSHA unit, 1 vacancy in Mediation & Arbitration unit)

Job Posting No: 647

Hours: 8:00 a.m. to 4:30 p.m. Monday – Friday

Salary: \$10.10 - \$11.00 hourly (see note below for more information about salary)

Closing Date: May 19, 2014

Eligibility Requirement:

You must be at least sixteen (16) years of age by June 13, 2014 to be considered. You do not need working papers for this position.

Examples of Duties: Performs clerical tasks such as filing, typing, xeroxing, recording information, answering telephone, reception duties, computing, office machine operation, routine library tasks, inventory, stockroom, mail processing, performs related duties as required.

Note: You will be working in a professional office environment. The positions can begin as soon as June 13, 2014 and end by August 28, 2013. The selected candidates do not have to begin work on June 13, 2014 or work until August 28, 2014, but should be available to work a good portion of the summer. There are no other benefits with this position. You only get paid for the hours that you work. A pay rate higher than \$10.10 an hour is available to returning state Summer Workers who may receive \$.50 an hour additional compensation for each season of service up to the maximum hourly rate of \$11.00, College students may be granted additional compensation of up to \$.50 more per hour up to the maximum hourly rate of \$11.00 for each full year of completed education on the basis of 30 semester hours equaling one (1) year. Experienced workers in the specific functional area with another employer may be credited with such time on an equivalent basis to seasons worked and granted the same additional compensation up to the maximum hourly rate. If you wish to be considered for a higher rate than \$10.10 hour you should supply the appropriate documentation with your application. (If such documentation is not immediately available you would start at the minimum rate until the necessary documentation has been provided and a determination is made at which time any appropriate retroactive adjustment may be made.) Both locations can be accessed by Ct Transit Buses.

There is the possibility of some flexibility with the number of hours per week if you have a second job, are taking classes or have some other commitment.

Application Instructions:

You must submit an Application for Examination or Employment (CT-HR-12) The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 647 on the application. Please put "Summer Worker" in the Position/Job Title box of the application. Incomplete applications or those received or postmarked after the closing date will not be considered. Submit via mail or fax to:

Department of Labor
Human Resources Office
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699

You do not have to submit a cover letter or a resume with your application, but you may do so if you wish. If you are faxing your application, please do not mail additional copies. **Due to the large number of expected applicants we cannot confirm receipt of application materials.** Please do not call concerning your application. If you have a preference for one unit please indicate that in a cover letter. If you are a selected candidate, an attempt will be made to place you in your preferred unit, however, this cannot be guaranteed.

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.