



Department of
ADMINISTRATIVE SERVICES
Job Postings



**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Mail Handler**

Bureau of Finance & Administration

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: State employees
Location: Newington, CT
Job Posting No.: 30410
Hours: 37.5 hours per week
Salary: TC11: \$36,874.00 to \$46,661.00 annual
Closing Date: February 11, 2016

The Department of Transportation has a Mail Handler position available in the Newington headquarters. This position is opened to State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Eligibility Requirements:** Please see requirements below.

This position requires a valid driver's license.

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of U.S. Postal 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; ability to utilize computer software; ability to operate computerized and mechanical postal processing equipment; some mechanical ability.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

SPECIAL REQUIREMENT:

Incumbents in this class may be required by the appointing authority to possess appropriate current licenses, permits and/or certifications.

PHYSICAL REQUIREMENTS:

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

COMPENSATION GUIDELINES:

The entry level rate for this class will be ten (10%) percent below Step 1 of the salary grade. Upon completion of the initial working test period the incumbent's salary will be adjusted to the TC or FM pay plan, Step 1 of the salary grade for this class.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weight.

Note: Interviews may be limited to candidates whose experience and training most closely meet the requirements of the position. Only those submittals that include all requested documents will be considered. Due to projected large volume of applicants, we will not be able to verify the receipt of documents. The results of these interviews may be used to fill future Mail Handler vacancies that occur in the Bureau of Finance & Administration in the next twelve (12) months.

Application Instructions: Submit a cover letter, resume, and [application \(State of Connecticut Application for Examination or Employment Form CT-HR-12\)](#). **Current State of Connecticut employees must also include copies of their last two performance appraisals received.** Please send to:

Ms. Lisa Fazzino
Bureau of Finance & Administration
Department of Transportation
P.O. Box 317546
Newington, CT 06131-7546
Email: Lisa.Fazzino@ct.gov
Fax: 860-594-0488

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.