

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITIES
Summer Workers – General/Clerical

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

Open To: The Public (See “Eligibility” Section Below)
Location: Various Locations (See Below)
Job Posting No: **GEN/CL2014**
Hours: Full time, 40 hours per week
Salary Range: \$10.10 - \$11.00
Closing Date: May 12, 2014

The Department of Transportation (DOT) has an employment opportunity for Summer Workers to perform clerical related duties in various locations throughout the Agency.

Eligibility: Prospective hires should have the ability to perform clerical tasks such as typing; filing; scanning documents; sorting mail; copying; data entry; recording information; answering the telephone; reception duties; computing; office machine operation; research; routine library tasks; inventory; stockroom; mail processing; cashiering (makes change, rings up fees, and balance receipts); and performing other related duties as required.

Location: Positions are available at our **Newington, Connecticut Headquarters** and at other DOT locations throughout the State of Connecticut as follows: **New Haven, Norwich, Rocky Hill, and Thomaston**

Application Instructions: To apply, candidates must submit a cover letter which clearly states his or her interest and suitability for the position, a resume, and a [State of Connecticut Department of Transportation Seasonal Employment Application](#) which can be obtained from the DOT website (www.ct.gov/dot/seasonaljobs). Application materials can be submitted electronically to the DOT.SummerRecruitment@ct.gov mailbox or via regular mail to **Elissa L. Velez, Recruitment Office, Department of Transportation, Job Posting #GEN/CL2014, P.O. Box 317546, 2800 Berlin Turnpike, Newington, CT 06131-7546**. Application materials may also be hand-delivered to the Human Resources Office in Newington (**applications will not be accepted at the District Offices**). Applications that are hand-delivered must be placed in an envelope and clearly marked "**Application for the Summer Worker Position**".

Additionally, applicants must indicate the job posting number, as referenced above, on the DOT Seasonal Employment Application.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR AN INTERVIEW.

Interviews are limited to candidates whose experience and training most closely meet the requirements of the positions. Additionally, the Department of Transportation strives to afford job opportunities to a broad group of qualified individuals. Accordingly, if an applicant has worked for the Department of Transportation as a summer worker the previous consecutive two years (2012 and 2013), the Department of Transportation reserves the right to not act upon the application(s) of these applicants.

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.