



AGENCY PROMOTIONAL EXAMINATION

UNIVERSITY OF CONNECTICUT

DUPLICATING TECHNICIAN 2

ANNUAL \$39,358
SALARY: \$51,400

SALARY
GROUP: TC 14

APPLICATION CLOSING
DATE: NOVEMBER 14, 2013

EXAM
NO: 131290APPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: This class is accountable for performing the most complex duplicating tasks or for acting as a working supervisor of a duplicating section; may act as the assistant to a Duplicating Services Supervisor.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **UNIVERSITY OF CONNECTICUT** WHO BY **NOVEMBER 14, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **UNIVERSITY OF CONNECTICUT** AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Two years of experience in the operation, adjustment, and maintenance of duplicating equipment.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate weights; may be exposed to noise and risk of injury from duplicating equipment.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of and ability to operate various duplicating equipment; ability to make minor repairs; interpersonal skills; oral and written communication skills; ability to identify duplicating problems and propose solutions; ability to understand and effectively carry out oral and written instructions; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by November 14, 2013. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by December 20, 2013. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the University of Connecticut.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

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, persons with disabilities and military veterans.