

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
HEARING REPORTER 1
ADMINISTRATIVE HEARINGS DIVISION

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

Open To: The Public

Location: 60 State Street, Wethersfield, CT 06161

Job Posting No: P- 8183

Hours: Full Time 40 hours, Monday - Friday

Salary: \$44,845.00 - \$58,443.00

Closing Date: July 13, 2012

Eligibility Requirement: Candidates must possess a minimum of two years of stenographic experience, or produce documentation of 150 words per minute dictation proficiency from a court stenography program at a business institute. State employees currently holding the above title or those who have previously attained permanent status may apply for a lateral transfer. **Reemployment/SEBAC candidates will be given first consideration.**

POSITION RESPONSIBILITIES:

In the Department of Motor Vehicles this class is accountable for independently performing a full range of tasks in making verbatim records and transcripts of complex and difficult formal hearings.

MAJOR RESPONSIBILITIES:

Records verbatim testimony during formal hearings; maintains accurate records of exhibits; prepares and types transcripts; schedules hearings or official actions and types and issues notices; assembles and maintains records and files; prepares reports; responds to inquiries from the public, other operating units, agencies and outside officials regarding agency policies and procedures; types a variety of materials; may take and transcribe dictation; may have charge of office in supervisor's absence; may operate personal computers or other electronic equipment; performs related duties as required.

MINIMUM EXPERIENCE AND TRAINING:

Two (2) years of stenographic experience, or documentation of 150 words per minute dictation proficiency from a court reporting, or court stenography program at a business institute may be substituted for the General Experience. This position requires the ability to operate a stenographic machine with considerable skill and accuracy under difficult circumstances at rate of 150 words per minute; interpersonal skills; strong oral and written communication skills; ability to read, understand and apply policies, procedures, statutes and regulations; ability to type at a net speed of 50 wpm. Incumbents in this class may be exposed to some discomfort from working in tiring positions for extended periods of time and from meeting demanding production standards. The effectiveness of this position necessitates the ability to perform repetitive work with considerable speed and a minimal error rate as well as maintain exceptional attendance and effective work relationships with co-workers. Must possess and maintain a valid driver's license as travel is required to various hearing locations throughout the state.

Application Instructions: Application Instructions: Send a cover letter, and completed application form (CT-HR-12) indicating Hearing Reporter 1 in the Position/JobTitle Block, and copies of the two most recent performance appraisals to: The Department of Motor Vehicles, Human Resources Division, 60 State Street, Room 235, Wethersfield, CT 06161. Applications can be downloaded from the Internet at <http://www.das.state.ct.us/exam>. Please note: Due to the large number of expected applicants, we cannot confirm receipt of application materials. Incomplete or late application packages will not be considered.

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.