

**INSURANCE DEPARTMENT  
JOB OPPORTUNITY  
SUMMER WORKER  
LICENSING UNIT**

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

**Open To:** The Public  
**Location:** 153 Market Street, Hartford, CT 06103  
**Job Posting No:** 101589 & 101591  
**Hours:** 40 hours week (note, will only be paid for hours worked)  
**Salary:** \$11.00 hourly  
**Closing Date:** May 31, 2012

The Connecticut Insurance Department is recruiting for two (2) Summer Worker positions assigned in our Licensing Unit. These are temporary full-time positions with a start date of July 2, 2012 through October 1, 2012.

**Duties include:** Performs clerical tasks such as filing, typing, xeroxing, scanning documents, sorting mail, processing address changes and provide phone coverage for the unit. Perform related duties as required.

**Knowledge, Skills and Abilities:** Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment.

**Application Instructions:** Interested candidates must submit a cover letter, a resume, and a signed State of Connecticut Application Form for Examination and Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services' Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION](http://www.das.state.ct.us/exam/default.asp#APPLICATION): Please forward your completed application package by the closing date of May 31, 2012 to:

Carmen Hernandez, Human Resources Assistant  
Connecticut Insurance Department  
P.O. Box 816, Hartford, CT 06142-0816

Overnight mail address: 153 Market Street, 7<sup>th</sup> Floor, Hartford, CT 06103

Fax: (860) 297-3836 / E-Mail: [carmen.b.hernandez@ct.gov](mailto:carmen.b.hernandez@ct.gov)

**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.