

DEPARTMENT OF MOTOR VEHICLES  
JOB OPPORTUNITY  
CONNECTICUT CAREERS TRAINEE PART TIME  
(TARGET CLASS FISCAL ADMINISTRATIVE OFFICER)  
FISCAL SERVICES DIVISION

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

**Open To:** The Public

**Location:** Department of Motor Vehicles, 60 State Street, Wethersfield, CT

**Position #:** 100943

**Hours:** Part time 34 hours will be between 8:00 am – 4:30 pm

**Salary:** (Salary Group -Bachelor Degree AR 15, Step 1 \$20.16 hourly and/or Master's Degree AR 15, Step 2 \$20.89 hourly) (Please view the Job Specification for further salary schedules  
<http://das.ct.gov/HR/JobspecNew/JobSearch.asp>)

**Closing Date:** April 5, 2012

The State of Connecticut Department of Motor Vehicles has an opening in the Fiscal Services Division for a Connecticut Career Trainee. Successful candidates will perform a variety of professional fiscal and administrative functions which includes researching revenue, purchasing and accounts payable data, compiling information, designing reports, preparing information for reports, entering data to create reports, researching posted discrepancies and assisting in the review of agency's business programs and how they relate to fiscal responsibilities. Must be proficient in Excel

**Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.**

**Experience and Training:**

Possession of a Bachelor's or Master's degree

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, college transcripts, and a State Application Form CT-HR-12 indicating CCT/FAO and 100943 in the Title block. Remember to sign and date the CT-HR-12 (typed signature acceptable). Application can be downloaded from the internet at <http://das/ct.gov/employment>. Send application for employment to:

DEPARTMENT OF MOTOR VEHICLES  
HUMAN RESOURCES, ROOM 235  
60 STATE STREET  
WETHERSFIELD, CT 06161

Applications must be postmarked on or before **April 5, 2012**.

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.