

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
MAIL HANDLER

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

Open To: The Public

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

Job Posting No: 7848, 7634

Hours: Monday – Friday (37.5 hours)

Salary: \$867.44 Bi-Weekly (First Six Months), \$1,291.92 Bi-Weekly after completion of working test period

Closing Date: April 15, 2013

Examples of Duties:

Sorts, distributes and routes incoming and interoffice mail; operates automatic postage application equipment, mail inserters, and weight scales; weighs and stamps postage, franked or metered mail; drives state vehicles in the delivery of United States and interagency mail; picks up and delivers mail at United States Post Offices; signs for insured, certified, registered and special delivery mail; logs in cash or checks; may maintain daily cash records; performs related duties as required.

Knowledge, Skills and Abilities:

Knowledge of Postage Service regulations, rates and classes of mail; some oral and written communication skills; some interpersonal skills; ability to follow oral and written instructions; ability to perform basic arithmetic computations; some mechanical ability. **Note: Reemployment/SEBAC candidates will be given first priority.**

General Experience:

One (1) year's experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

Special Requirement:

Incumbents in this class may be required to possess appropriate current licenses or permits.

Working Conditions:

Incumbents in this class may be required to lift moderate to heavy weight.

Application Instructions: Complete an Application for Employment (CT-HR-12) indicating Mail Handler on the Job Title line. Mail to: Human Resources, Department of Motor Vehicles, 60 State Street, Room 235, Wethersfield, CT 06161. Applications can be downloaded from www.das.state.ct.us/exam.

Please Note: Due to the large number of expected applicants we cannot confirm receipt of application materials

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.