

State of Connecticut
JOB POSTING

Summer Worker
CT State Library – State Archives

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

Open To: The Public
Location: 231 Capitol Ave, Hartford
Unit: **State Archives**
Job Posting No: **108422**
Hours: Up to 35 hours per week; July & August (may be extended)
Salary: \$10.10 per hour
Closing Date: **June 3, 2014 by 4pm (no exceptions)**

Duties: Candidate will be involved with processing that may include flattening and sorting documents, placing documents in acid free folders and boxes, and labeling folders and boxes. Duties involved with digitizing may include digital capture of documents and photographs using a flatbed scanner or camera, depending on skill set, and assisting in the creation of metadata. Other duties as assigned.

Qualifications: Good communication skills; ability to perform repetitive tasks and attention to detail; ability to work without close supervision; ability to follow oral and written instructions; ability to lift and move 40 lbs.; basic computer skills, such as the ability to use a mouse, enter data with a keyboard, locate and open a saved file and ability to open and close software programs; and experience with entering data into Microsoft Excel and Microsoft Word.

The preferred candidate will have prior evidence of handling and working with archival collections; and an interest in history, public history, archival science, or political science.

RESTRICTION:

1. Permanent status cannot be attained while working in this classification.
2. Incumbents may not work more than six (6) months, the equivalent of 1040 hours, in a calendar year.

For official job specification: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6645>

APPLICATION INSTRUCTIONS: Interested and **qualified candidates** who meet the preferred skills should submit a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services/SmART Unit
165 Capitol Ave, 5th Floor East
Hartford, CT 06106
Confidential Fax: (860) 622-4921

OR

Email to DAS.HR.SMART@ct.gov , MUST include Summer Worker ARCHIVE 108422 (last name) in subject line.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.