

State of Connecticut
JOB POSTING

Summer Worker
CT State Library – Law/Legislative Reference

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

Open To: The Public
Location: 231 Capitol Ave, Hartford and 75 Van Block Ave., Hartford
Unit: Law/Legislative Reference
Job Posting No: 108424
Hours: Up to 40 hours per week; July & August (6 weeks)
Salary: \$10.10 per hour
Closing Date: June 3, 2014 by 4pm (no exceptions)

Duties: File a backlog of materials into the archival bill files that serve as a permanent record for the General Assembly, Provide remote public access to scanned legislative histories by uploading them to CSL's site, Provide remote public access to digital transcripts by adding bookmark to these pdf documents once they return from being filmed, Assist Bill Room and Law staff with special projects as assigned

Qualifications: Good communication skills, ability to perform repetitive tasks and attention to detail, ability to work without close supervision, ability to lift and move 40 lbs., and working knowledge of consistent file naming procedures.

The preferred candidate will have computer skills: experience & knowledge working with Adobe Acrobat, Microsoft (MS), Excel, MS Word, and similar applications. Also, a current valid driver's license and reliable transportation for daily use.

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 LAW 108424 (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.