

State of Connecticut
JOB POSTING

Summer Worker
CT State Library – Collection Management

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 Avenue Hartford, CT
Unit: **Collection Management**
Job Posting No: **108423**
Hours: Up to 25 hours per week; July & August (6 weeks)
Salary: \$10.10 per hour
Closing Date: **June 3, 2014 by 4pm (no exceptions)**

Duties: Stamp materials with “Withdrawal” stamp, Place materials on book trucks, Assist with shifting of books, Box shipments of library materials for shipment to Better World Books or LLMC, Assist with simple updating of the online catalog or database entry; 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 ability to use a mouse, enter data with a keyboard, locate and open a saved file and ability to open and close software programs.

The preferred candidate will have computer skills: experience & knowledge to work with 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 COLL 108423 (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.