



State of Connecticut
EXAM ANNOUNCEMENT

AGENCY PROMOTIONAL EXAMINATION
UNIVERSITY OF CONNECTICUT
LEAD MAIL HANDLER

ANNUAL SALARY: \$41,756	SALARY GROUP: TC 14	APPLICATION CLOSING DATE: DECEMBER 22, 2016	EXAM NO: 160930APPD
SALARY: \$54,531			

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency mail service operation this class is accountable for acting as a working supervisor with responsibility for a minimum of two other employees while performing unit work activities; may act as the assistant to a Mail Services Supervisor; may supervise mail operations in a small agency.

MINIMUM QUALIFICATIONS REQUIRED

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **UNIVERSITY OF CONNECTICUT** WHO BY **DECEMBER 22, 2016** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE AT THE **UNIVERSITY OF CONNECTICUT**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Three (3) years of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a valid Motor Vehicle Operator's license.

PHYSICAL REQUIREMENTS: 1) Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. 2) A physical examination may be required.

WORKING CONDITIONS: Incumbents may be required to lift moderate to heavy weights.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of U.S. Postal Service regulations, rates and classes of mail; interpersonal skills; oral and written communication skills; ability to coordinate mail service operations; ability to recognize equipment problems and prescribe repairs; ability to perform basic arithmetic computations; mechanical ability; ability to utilize computer software; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by **DECEMBER 22, 2016**. Mail your application to Department of Administrative Services, Statewide Human Resources, 450 Columbus Blvd., Suite 1502, Hartford, CT 06103 (**Secure Fax 860-622-2910 – preferred method**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by FEBRUARY 1, 2017. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the University of Connecticut.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

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, persons with disabilities and military veterans.