

State of Connecticut
JOB POSTING

**DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITIES
BRANCH SUMMER WORKERS**

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

Open To: The Public

Locations: Branch Offices: Bridgeport, Cheshire, Danbury, Enfield, Hamden, New Britain, Norwalk, Norwich, Old Saybrook, Waterbury, Winsted, Wethersfield, and Willimantic

Hours: Branch Offices: Tuesday through Saturday.

Salary: \$10.10 – \$11.00 hourly (Depending on previous Summer Worker experience or number of College credits.)

Closing Date: May 26, 2015

Summer worker positions assigned to Branch locations within the DMV will be assigned to assist and provide information to customers; operate photo licensing equipment and computer systems; cleaning of work areas, courier duties and basic office support, including but not limited to typing, filing and copying.

Knowledge, Skills and Abilities: Knowledge of general business principles, practices and procedures ; familiarity with computers and programs; strong interpersonal skills; proper social conduct; ability to understand and carry out written orders and oral instructions; adequate physical strength and stamina to perform duties; written communication skills, use of and understanding of camera equipment.

General Experience: Performance of clerical tasks such as filing, typing, copying, recording information, answering the telephone, reception duties, computing, office machine operation, inventory, stockroom, mail processing, performs related duties as required. Performs maintenance tasks, and ground care. Assist in installing software, equipment deployment.

Working Conditions: Incumbents may be required to lift materials/equipment and clean work areas; may be exposed to some risk of injury from equipment.

Note: The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested candidates who meet the above requirements should submit a resume, and a State Application form CT-HR-12, indicating **Summer Worker** and **on the Position/Job Title line. Location preferences must be indicated on the CT- HR-12 to receive consideration for a Branch position.** Applications can be downloaded from the internet at <http://das.ct.gov.employment>. Send application for employment to:

**DEPARTMENT OF MOTOR VEHICLES
HUMAN RESOURCES, ROOM 235
60 STATE STREET
WETHERSFIELD, CT 06161**

Please note: Due to the large number of expected applicants we cannot confirm receipt of application material. Incomplete or late application packages will not be considered.

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.