



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF MOTOR VEHICLES
MAIL SERVICES SUPERVISOR 2

ANNUAL \$48,260 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$62,047 **GROUP: TC 19** **DATE: DECEMBER 12, 2011** **NO: 110950APSP**

PURPOSE OF CLASS: This class is accountable for supervising the operation of a large mail service operation with statewide services, i.e., branch offices, agencies, etc.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF MOTOR VEHICLES** WHO BY **DECEMBER 12, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS CURRENT OR FORMER SERVICE AT THE **DEPARTMENT OF MOTOR VEHICLES** AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Five years' experience in a mail service operation involving the operation and maintenance of mail service equipment.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a **lead capacity**. [Note: For State employees, the Special Experience will be interpreted at or above the level of Lead Mail Handler.]

SPECIAL REQUIREMENT: The appointing authority may require the possession of appropriate current licenses or permits during employment in this class.

WORKING CONDITION: Incumbents in this class may be required to do some lifting of moderate to heavy weights.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of U.S. Postal Service regulations, rates, and classes of mail; considerable knowledge of office management procedures; interpersonal skills; oral and written communication skills; ability to repair and maintain mailing equipment; ability to perform basic arithmetic computations; ability to evaluate mail service equipment; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION AND EXAMINATION PROCEDURE: 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, hours worked per week 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 12, 2011. A separate application form must be submitted for each exam you are applying for.** Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2910**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. 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 January 18, 2012.**

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 Department of Motor Vehicles.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

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.