



Department of Development Services – West Region
JOB OPPORTUNITY
MAIL HANDLER
(MAY UNDER FILLED AT THE LEVEL OF MAIL HANDLER TRAINEE)
SOUTHBURY TRAINING SCHOOL

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Public

Position: Mail Handler (May Be Underfilled at the Level of Mail Handler Trainee) (75 Hours Bi-weekly)

Location: Southbury Training School

Job Posting No: 016684

Hours: 1st Shift ~ Monday through Friday: 8:00am – 3:45pm (75 Hours Bi-weekly)

Salary: \$1,370.62 - \$1,735.68 (New to State Service start at minimum of range)
(Mail Handler Trainee - \$1,244.56)

Closing Date: August 18, 2014

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Layoff or SEBAC lists must be given first consideration.

Examples of Duties: Duties consistent with the Mail Handler job specification. This position sorts, distributes and routes incoming and interoffice mail; operates automatic postage application equipment, mail inserters, and weight scales; weighs and stamps postage, franked or metered mail; drives state vehicles in the delivery of United States and interagency mail; picks up and delivers mail at United States Post Offices; signs for insured, certified, registered and special delivery mail; updates and maintains records; may maintain daily cash records; schedules vehicle maintenance; provides postal service assistance to staff and consumers; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of U.S. Postal Service regulations, rates and classes of mail; some oral and written communication skills; some interpersonal skills; ability to follow oral and written instructions; ability to perform basic arithmetic computations; ability to utilize computer software; ability to operate computerized and mechanical postal processing equipment; some mechanical ability.

General Experience: One (1) year of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

Special Requirements: Incumbents in this class may be required by the appointing authority to possess appropriate current licenses, permits and/or certifications. Applicants must be current in all DDS required training. Applicants must possess or be able to obtain CPR certification

Physical Requirements: 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. A physical examination may be required

Working Conditions: Incumbents in this class may be required to lift moderate to heavy weight

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

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Yolette Tappin
Fax: 203-574-8857**

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 consumers with disabilities.