

**Department of Revenue Services
Job Opportunity**

**MAIL HANDLER
(MAY UNDER FILLED AT THE LEVEL OF MAIL HANDLER TRAINEE)**

Open To: The Public

Location: 25 Sigourney Street, Hartford, CT

Hours: 37.5 hours per week (Monday – Friday) – Must be available to start work at 5:30 a.m.

Salary: \$16.45 (Mail Handler – Entry level hourly rate)
\$15.56 (Mail Handler Trainee – Entry level hourly rate)

Posting Number: 14-79

Closing Date: August 28, 2014

The [Department of Revenue Services](#) is seeking a qualified candidate to fill a [Mail Handler](#) position in the Department's Administration Division.

Example of Duties:

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 customers.

EXPERIENCE AND TRAINING:

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

Preferred Experience: Experience in Pitney Bowes 8 series inserter machine, Pitney Bowers Connect Plus 3000 mail machine, and BAUM folding machine.

Special Requirement: Incumbents in this class are required to possess and maintain a current valid driver's license.

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

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, a completed [State Application for Employment](#) (CT-HR-12) form, and their last two (2) performance evaluations OR three (3) professional written references from current and/or past supervisors/managers, **clearly indicating the posting number**, to the address listed below:

**Department of Revenue Services
Human Resources, 19th Floor
25 Sigourney St.
Hartford, CT 06106
Attention: **Shabina Bhura****

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

The Department of Revenue Services is an Affirmative Action/Equal Opportunity Employer