



AGENCY PROMOTIONAL EXAMINATION

BOARD OF REGENTS

MAIL SERVICES SUPERVISOR 1

ANNUAL \$45,763
SALARY: \$59,425

SALARY
GROUP: TC 16

APPLICATION CLOSING
DATE: JULY 20, 2015

EXAM
NO: 150740APRB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency this class is accountable for supervising mail service personnel in a mail service operation.

MINIMUM QUALIFICATIONS REQUIRED

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **BOARD OF REGENTS** WHO BY **JULY 20, 2015** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **BOARD OF REGENTS**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

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

SPECIAL EXPERIENCE: One year of the General Experience must have been in a lead capacity. [Note: For State Employees this is interpreted at or above the level of Lead Mail Handler.]

SPECIAL REQUIREMENTS: Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

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 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; knowledge of office management procedures; interpersonal skills; oral and written communication skills; ability to recognize equipment problems and prescribe repairs; ability to perform basic arithmetic computations; ability to utilize computer software; ability to operate computerized and mechanical postal processing equipment; mechanical ability; 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 **July 20, 2015**. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **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 September 3, 2015. 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 Department of Labor.

**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.