

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
CLERK TYPIST
WETHERSFIELD

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

Open To: The Public

Location: Wethersfield

Job Posting No: P- 7667(Full Time, 40 hours) P- 8315 (Part Time, 34 hours)

Hours: Monday – Friday

Salary: \$33, 558 - \$42, 420

Closing Date: October 23, 2012

Eligibility Requirement:

State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Reemployment/SEBAC candidates will be given first priority.**

Examples Of Duties:

TYPING: Using a typewriter, personal computer, and other electronic equipment, types a variety of materials from rough copy or electronic recording device including correspondence, memos, reports, forms, applications, bills and other documents and records with speed and accuracy; reviews and corrects drafts for conformance with originals; enters and retrieves data on personal computers and computer terminals.

FILING: Maintains logs; sets up and maintains records and files according to established procedures; (e.g. alpha, numeric or chronological order); searches files for information.

CORRESPONDENCE: Prepares and sends out standard form letters making minor revisions or additions.

REPORT WRITING: Compiles information from standard sources and prepares reports.

INTERPERSONAL: Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk).

PROCESSING: Receives, sorts and distributes mail; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness (ensures categorical information is completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; does routine posting to ledgers, account books or other records; receives payments for licenses, bills, applications, fines and fees, etc.; prepares, totals and balances receipts; prepares cash transmittal/deposit slips; types and prepares purchase requisitions, orders or billing invoices according to established procedures; assists in or maintains inventory and orders supplies; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

Preferred Skills: Experience using Excel, conducting research; possess strong record keeping abilities and organizational skills; attention to detail, and ability to provide outstanding customer service. Experience dealing with confidential information; exceptional attendance; experience with Core-CT or People Soft.

Six (6) months as a Typist or its equivalent.

Substitution Allowed:

Graduation from high school with coursework in typing.

Application Instructions: Send a cover letter, and completed application form (CT-HR-12) indicating Clerk Typist in the examination Title Block, and copies of your two most recent performance appraisals to: The Department of Motor Vehicles, Human Resources Division, 60 State Street, Room 235, Wethersfield, CT 06161. Applications can be downloaded from the Internet at <http://www.das.state.ct.us/exam>. Please note: Due to the large number of expected applicants, we cannot confirm receipt of application materials. 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.