

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITIES
OFFICE ASSISTANT (TWO YEAR DURATIONAL POSITIONS UNTIL MAY 3, 2015)
BRANCH OPERATIONS

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

Open To: Candidates on current exam list

Locations: Bridgeport, Danbury, Hamden, New Britain, Norwalk, Norwich, Old Saybrook, Wethersfield, Willimantic

Hours: Tuesday – Saturday
Tuesday, Wednesday, Friday 7:45 am – 5:00 pm; Thursday 9:15 am – 6:30 pm; Saturday 8:00 am – 1:00 pm)

Salary: \$37,429 – \$49,108

Closing Date: May 22, 2013

In the Department of Motor Vehicle central and branch offices this position is responsible for direct customer service. This position is accountable for examining forms, applications and supporting documentation before granting issuance of a title, operator's license and/or registration.

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant exam, and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Knowledge of office systems and procedures; strong oral and written communication skills; skill in performing arithmetical computations; ability to handle and count money; ability to read, comprehend and apply laws, policies and procedures; interpersonal skills; ability to examine documents for completeness and accuracy; ability to operate personal computer, includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions; ability to communicate directly with customers while reviewing and processing customer transactions.

General Experience: Two (2) years' general clerical work experience.

Preferred Experience: One (1) year of clerical experience where majorities of the time involved face-to-face contact with the general public involving personal explanation or interpretation of products, policies, procedures, OR, one (1) year of telephone customer service where the primary responsibility included providing information explaining programs/services or resolving problems.

Character Requirement: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before individuals are certified for appointment.

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

Application Instructions: Complete an Application for Employment (CT-HR-12), indicating Office Assistant on the Job Title line, indicate your location preference. Mail to: Human Resources, Department of Motor Vehicles, 60 State Street, Room 235, Wethersfield, CT 06161. Applications can be downloaded from www.das.state.ct.us/exam. Please Note: Due to the large number of expected applicants we cannot confirm receipt of application materials.

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.