

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Connecticut Careers Trainee – Target Class Property Agent 1
Bureau of Engineering and Construction

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

Open To: The Public
Location: Newington, CT
Job Posting No: 28558
Hours: Full time, 40 hours per week
Salary: See salary schedule below
Closing Date: 4:00 p.m., July 1, 2013

Position Description: The Connecticut Department of Transportation has two Connecticut Careers Trainee (CCT) job opportunities in the Division of Rights of Way in the Bureau of Engineering and Construction, at the DOT Administration Building in Newington, Connecticut. The CCT training program will be either one or two years (see Experience and Training section below). Upon successful completion of the CCT training program, the incumbent will be promoted to the target classification of Property Agent 1. This position is in the P-4 bargaining unit.

The candidate selected for this position will work under the direction of a Property Agent 2 or an employee of higher grade to learn the basic principles and practices of real property acquisition and relocation services, property management, leasing, appraisals, title examination, closings, and deed preparation as they relate to the work of the Division of Rights of Way. To be successful in this position, a candidate should possess strong writing, oral communication, interpersonal and organizational skills.

Training and/or experience in the use of Geographic Information Systems (GIS) and other technical computer products and software, including Microsoft Word, Excel, Access, PowerPoint and Outlook, should be indicated on the application form. The ability to read and interpret engineering and design drawings is also desirable. Preferred educational degree areas include: real estate, business administration, economics, geographic information systems, political science with concentration in state and/or local government, communications, urban planning, or closely related fields.

Eligibility Requirement: Candidates **must** meet the knowledge, skills and abilities, and experience and training requirements listed below.

Knowledge, Skills and Abilities: Oral and written communication skills, ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and the general public; ability to utilize computer software.

Experience and Training Requirements:

2 year training program: Possession of a Bachelor's degree.

1 year training program: Bachelor's degree plus certification by the International Right of Way Association as a Senior Right of Way Professional (SR/WA).

*The educational institution must be recognized by the CT Department of Higher Education as an accredited institution (www.chea.org). For foreign degrees not listed as accredited, documentation of equivalency from a recognized United States accrediting service must be submitted with your application package.

Schedule of Starting Salaries:

First Year of Training

Bachelor's degree FS-15 Step 1 (\$42,817 annually)
Master's degree FS-15 Step 2 (\$44,360 annually)

Second Year of Training FS-15 Step 5 (currently \$48,992 annually)

Property Agent 1 FS-21 (currently \$57,275 - \$77,137 annually)

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

Application Instructions: Submit a cover letter which states your interest and suitability for the position, resume, and application (State of Connecticut Application for Examination or Employment Form CT-HR-12) to:

DEPARTMENT OF TRANSPORTATION
Attn: Yolanda Rolando, Administrative Assistant
Bureau of Engineering and Construction
Division of Rights of Way

2800 Berlin Turnpike
Newington, CT 06111
OR fax # (860) 594-2494

State employees must include copies of their last 2 service ratings. Late and/or incomplete applications will not be considered. Due to the large volume of applications received, we are unable to confirm receipt or respond to calls/emails about the status of the recruitment process. Please refrain from contacting us for this purpose.

Applications forms are available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Refer to the DAS website at <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4972>, <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4121> for job specification requirements. Interviews will be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from these interviews may be used to fill future Property Agent 1 positions within one year.

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.