

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
PROCESSING TECHNICIAN

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

Open To: State Employees

Location: Department of Motor Vehicles, 60 State Street, Wethersfield, CT

Job Posting No: P-8220

Hours: 8:00 am – 4:30 pm

Salary: \$42,755 - \$55,910

Posting Date: October 28, 2011 **Closing Date:** November 8, 2011

Eligibility Requirement: Candidates must be on the current certification list promulgated by the Department of Administrative Services for Processing Technician. State employees currently holding the above title may apply for a lateral transfer. Reemployment/SEBAC candidates will be given first priority.

Position Responsibilities

Examines incoming materials for accuracy, completeness and conformance to state statutes and regulations; makes corrections and/or additions as necessary; devises follow up procedures to efficiently and effectively carry out activities; initiates and conducts liaison with a wide variety of resources to verify information and complete transactions including other state employees, offices and outside officials such as attorneys, and judicial representatives; interprets and applies state statutes and regulations relating to the particular processing service; makes decisions as to case status, transaction permitability or admissibility; responds to internal and external inquiries for information and assistance; sets up and maintains office procedures, filing and indexing systems and forms for own use and to meet recurring needs; maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; maintains records and logs; prepares status or statistical reports in conjunction with processing function; assists in maintaining general files in support of processing function; initiates correspondence in carrying out assigned duties; types correspondence, forms, file documentation, etc, in support of processing function; may process fees and maintain financial records; answers telephone in a professional manner; handles requests for information over the telephone or in person; may lead lower level clerical employees assisting in carrying out processing responsibilities; performs related duties as required.

The successful candidate must possess strong interpersonal skills; excellent oral and written communication skills; the ability to make independent decisions; the ability to comprehend and apply laws, regulations, and procedural guidelines; ability to operate office equipment including word processors, computer terminals or other automated equipment and the ability to carry out a complex clerical process having a statewide impact. The effectiveness of this position necessitates exceptional attendance, dependability and good working relationships with coworkers and the public.

Minimum Experience and Training Requirements

Applications must reflect the following experience and training: Three (3) years' clerical work experience. One (1) year of this experience must have involved a full range of clerical duties as an Office Assistant or its equivalent. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years. In addition to meeting the experience and training requirements, the candidate's two most recent service ratings must have been satisfactory or better. Also, candidates must have been in their current position for six months to be eligible for promotion.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter with the State of Connecticut Application for Examination or Employment (CT-HR-12), indicating Processing Technician and P-8220 in the Examination Title block. Current state employees are required to submit their last three service ratings. Applications can be downloaded from the Internet at <http://das.ct.gov/employment> . Send application for employment to:

Department of Motor Vehicles
Human Resources, Room 235
60 State Street
Wethersfield, CT 06161

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.