

BOARD OF EDUCATION AND SERVICES FOR THE BLIND  
JOB OPPORTUNITY  
**Special Assistant to the Blind**

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

**Open to:** Public  
**Location:** 184 Windsor Avenue, Windsor, CT 06095  
**Schedule:** Full Time – 37.5 hours Monday through Friday  
**Salary:** \$ 1,131.27 bi-weekly – TE10/1; after successful completion of six month probationary period receive an increase to TC10/1 at \$ 1,256.94 bi-weekly  
**Closing Date:** January 17, 2011

**The preferred candidate will have experience of good reading skills, demonstrated ability to utilize computers and operate Microsoft Office (Word and Excel) software, ability to file alphabetically, ability to lift 25 lbs, the ability to read and understand geographic maps, a clean driving history and will have a positive and professional demeanor.**

**EXAMPLES OF DUTIES:**

Assists blind rehabilitation teachers, counselors, clients and other visually handicapped persons in all required work activities including reading, writing, clerical duties, etc.; transports blind individuals to appointments or places of work; maintains safety of blind individuals; ensures that vehicle is in good operating condition; assists teachers in in-service presentations; observes clients' appearance and clients' living areas and describes these observations to teachers; assists teachers in giving lessons to clients; marks household appliances with Braille tape for client use; may deliver mail, make bank deposits and run other errands for blind individuals; may assist in the stockroom of the Board of Education and Services for the Blind and in the sale of goods made by clients; may assist rehabilitation counselors in the survey of factories for job opportunities for blind individuals; keeps records and prepares reports; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Oral and written communication skills; interpersonal skills.

**EXPERIENCE AND TRAINING REQUIRED:**

**General Experience:** Any experience and training which would provide the knowledge, skills and abilities listed above.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required by the appointing authority to possess appropriate current licenses or permits.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to road hazards while driving and to possible injury when entering high crime areas.

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

**APPLICATION INSTRUCTIONS:**

Interested and qualified candidates should submit a **cover letter**, **resume** and application for Examination or Employment Form CT-HR-12 at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) by the closing date above, please fax to:

**Deborah Craig, Human Resources Specialist  
Department of Administrative Services  
Small Agency Resource Team – SmART Unit  
165 Capitol Avenue, 5<sup>th</sup> Floor East  
Hartford, Connecticut 06106**

**Fax: (860) 622-4921 Preferred method of submission**

Due to the large volume of applications received, we cannot confirm receipt.

**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.