

DEPARTMENT OF MOTOR VEHICLES  
JOB OPPORTUNITY  
SUMMER WORKER

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

**Open To:** The Public

**Location:** Branch Offices: Bridgeport, Danbury, Hamden, Waterbury, Wethersfield, Willimantic and Wethersfield Central Office

**Job Posting No:** 101647 to 101652

**Hours:** Wethersfield Central office: Monday through Friday  
Branch Offices: Tuesday through Saturday

**Salary:** \$8.25 - \$11.00 hourly (Depending on previous Summer Worker experience at DMV and/or number of College credits.)

**Closing Date:** May 18, 2012

**Knowledge, Skills and Abilities:** Knowledge of principles, practices and procedures of assigned Unit; knowledge in operation of equipment, materials and activities of assigned Unit; interpersonal skills; proper social conduct; ability to understand and carry out written orders and oral instructions; adequate physical strength and stamina to perform duties; written communication skills, familiarity with computers and programs.

**General Experience:** Performs clerical tasks such as filing, typing, xeroxing, recording information, answering telephone, reception duties, computing, office machine operation, routine library tasks, inventory, stockroom, mail processing, performs related duties as required. Performs maintenance task, ground care, Assist in installing software, equipment deployment.

**Working Conditions:** Incumbents may be required to lift; may be exposed to some risk of injury from equipment.

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

**Application Instructions:** Interested candidates who meet the above requirements should submit a resume, and a State Application form CT-HR-12 indicating Summer Worker must be provided on HR-12 and location **preference in the position Title block**. Application 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 material. 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.