



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
SUPPORT SERVICES SUPERVISOR**

ANNUAL \$57,851  
SALARY: \$75,658

SALARY  
GROUP: TC 22

APPLICATION CLOSING  
DATE: JANUARY 22, 2015

EXAM  
NO: 150020APDM

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.**

**PURPOSE OF CLASS:** In the Department of Administrative Services, this class is accountable for supervising the centralized statewide mail, duplicating, courier and other support service operations.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF ADMINISTRATIVE SERVICES** WHO BY **JANUARY 22, 2015** HAS PERMANENT STATE STATUS\*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF ADMINISTRATIVE SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Five years of experience in the operation, calibration and maintenance of mail and/or duplicating equipment.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been in a supervisory capacity in a mail or duplicating operation.  
**Note:** For State Employees the Special Experience will be interpreted at or above the level of Duplicating Services Supervisor 1 or Mail Services Supervisor 1.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**WORKING CONDITIONS:** Incumbents may be required to lift moderate weight; may be exposed to noise from duplicating equipment.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of duplicating processes and materials including papers, inks, chemicals, computer and camera processes; considerable knowledge of U.S. Postal Service regulations, rates, and classes of mail; knowledge of office practices and procedures; interpersonal skills; oral and written communication skills; ability to operate various duplicating and mail equipment; ability to make minor repairs; ability to identify duplicating and mail operations problems and propose solutions; ability to plan and schedule courier operations; ability to utilize computer software; ability to read, interpret and explain complex procedures; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION INSTRUCTIONS:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by JANUARY 22, 2015. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by FEBRUARY 23, 2015.** **A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Administrative Services.

*\*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

**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, persons with disabilities and military veterans.

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