

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
MAIL HANDLER

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Support Services, Newington
Job Posting No: 28456
Hours: 8:00 am to 4:00 p.m.
Salary: TC 11: \$35,773.00 to \$45,301.00 annual
Closing Date: September 22, 2014

Eligibility Requirement: Candidates must meet the minimum experience and training requirements (see below) in order to be considered. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Knowledge of U.S. Postal Service regulations, rates and classes of mail; some oral and written communication skills; some interpersonal skills; ability to follow oral and written instructions; ability to perform basic arithmetic computations; ability to utilize computer software; ability to operate computerized and mechanical postal processing equipment; some mechanical ability. .

EXPERIENCE AND TRAINING:

General Experience: One (1) year of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

Special Requirement: Incumbents in this class may be required by the appointing authority to possess appropriate current licenses, permits and/or certifications.

PHYSICAL REQUIREMENTS:

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties
2. A physical examination may be required

COMPENSATION GUIDELINES:

The entry level rate for this class will be ten (10%) percent below Step 1 of the salary grade. Upon completion of the initial working test period the incumbent's salary will be adjusted to the TC or FM pay plan, Step 1 of the salary grade for this class.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weight.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. In addition, the candidate pool resulting from these interviews may be used to fill future Mail Handler positions in the Bureau of Finance & Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12), and State employees must include their last two performance evaluations by service ratings by September 22, 2014 to:

Lisa Fazzino
Department of Transportation
Bureau of Finance and Administration
P.O. Box 317546
2800 Berlin Turnpike
Newington, CT 06131-7546
Fax: 806-594-0488
Email: lisa.fazzino@ct.gov

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.