

Office of the Treasurer  
**JOB OPPORTUNITY**  
Summer Worker  
Unclaimed Property & Second Injury Fund Divisions

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

**Open To:** The Public  
**Location:** 55 Elm Street, Hartford, CT 06106  
**Job Posting No:** 11203SW  
**Hours:** 8 am – 5 pm  
**Salary:** \$10.10 - \$11.00  
**Closing Date:** May 16, 2014

The Office of the Treasurer has two (2) full-time Summer Worker positions available; one (1) in the Unclaimed Property Division and one (1) in the Second Injury Fund Division.

**Examples of Duties:**

Review contents of archived records, read and analyze documents; arrange, index and catalog records; review and update inventory list of archived records; ensure appropriate retention schedule for records; and perform additional duties as needed.

**Knowledge, Skills and Abilities:**

Knowledge of Microsoft Office Suite; ability to operate office equipment, ability to work independently or in a team as required; possess strong work ethic; highly motivated, organized and able to meet deadlines; excellent interpersonal, analytical, verbal and writing skills; and ability to understand and carry out oral and written instructions.

**Eligibility Requirements:**

- (1). College course work in Business Administration and/or other educational background relevant to functions of the division.
- (2). Undergraduate/Graduate applicants must be in good academic standing.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and an Application for Employment (CT-HR-12) to:

**Office of the Treasurer**  
**Attn: Gail Crockett**  
**55 Elm Street**  
**Hartford, CT 06106**  
**Fax: (860) 702-3003**  
**Gail.crockett@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.