

Office of the Treasurer  
**JOB OPPORTUNITY**  
Summer Worker  
Executive Office

**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:** 11199SW  
**Hours:** 8 am – 5 pm  
**Salary:** \$10.10 - \$11.00  
**Closing Date:** May 16, 2014

The Office of the Treasurer has three (3) full-time Summer Worker positions available in the Executive Office.

**Examples of Duties:**

- (1). Research issues of interest to the Agency, prepare reports, review and organize documents for supervisor. Perform other duties as needed.
- (2). Work with Communications department to gather information of interest to the Agency, compiles articles featuring the Treasurer/staff members into binder by date and subject, and assist with research. Perform other duties as needed.
- (3). Work on projects in the Policy Unit concerning financial literacy, financial education, advocacy, and community outreach. Perform other 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 Requirement:**

- (1). Experience or course work in Communications, Public Policy and/or educational backgrounds 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.