

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Data Entry Operator 2
Bureau of Policy and Planning**

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

Open To: The Public (see Eligibility Requirement below)
Location: Newington, CT
Job Posting No: 101511
Hours: 40 hours per week
Salary: Pay Grade CL 13
Closing Date: July 6, 2012, 4:00 p.m.

Position Description: The Connecticut Department of Transportation has one Data Entry Operator 2 job opportunity in the Office of Coordination, Modeling and Crash Data in the Bureau of Policy and Planning, at the DOT Administration Building in Newington, Connecticut. This position is full time, 40 hours per week and in the Clerical bargaining unit.

This position will be accountable for the processing of Police Accident Reports (PR1s) which may include graphic details of severe accidents. The candidate selected for this position will work under the direction of a Data Entry Supervisor or an employee of a higher grade.

Preferred Knowledge, Skills and Abilities: Knowledge of accident record data, the ability to read and interpret maps and other planning references, the ability to perform arithmetical computations, the ability to operate Microsoft Office suite software and written communication skills are highly preferred. Data entry experience on data entry equipment with alphabetic and numeric keyboard is required.

Eligibility Requirement: Candidates must meet the knowledge, skills and abilities, and experience and training requirements listed below. State employees currently holding this title or who previously attained permanent status in this title since their most recent date of hire may apply for lateral transfer.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities:

Knowledge of data entry methods, procedures and equipment; knowledge of applications, functions and procedures related to area and specific equipment; considerable skill in accurate and quick entry of information interpersonal skills; oral and written communication skills; ability to maintain records; clerical ability; ability to follow written and oral instructions.

Experience and Training:

General Experience:

One (1) year of experience as a data entry operator above the Trainee level.

1. Operation of a terminal designed for cash receipt/register, or other similar specialized purposes does not qualify. Use of equipment for inquiry purposes cannot be substituted for the General Experience.
2. Part Time experience in the entry of information on designated data entry equipment will be credited on the basis of 1044 hours equaling six (6) months. Verification by employer may be required prior to appointment.

Working Conditions:

Incumbents in this class may be required to work in tiring positions performing repetitious and monotonous tasks for extended periods of time.

Applicants may refer to the DAS website at <http://das.ct.gov/HR/JobspecNew/JobSearch.asp> to view the job specification.

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

Application Instructions: Submit a cover letter which states your interest and suitability for the position, [application \(State of CT form CT-HR-12\)](#) and resume to:

**Ms. Melanie LaPenta
Department of Transportation
Bureau of Policy and Planning
PO Box 317546, 2800 Berlin Turnpike
Newington, CT 06131-7546
OR FAX # (860) 594-2056**

State employees must also include copies of last two service ratings received. Due to the large volume of applications received, we are unable to confirm receipt or provide status updates during the recruitment process. Please refrain from contacting us for these purposes.

Applications forms are available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from this recruitment process may be used to fill future positions in this classification within one year.

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.