

JOB POSTING – OPEN TO STATE EMPLOYEES ONLY

CONNECTICUT VALLEY HOSPITAL MAIL HANDLER - POSITION NUMBER CV101504

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: CONNECTICUT VALLEY HOSPITAL

Program/Unit: ADMINISTRATIVE & SUPPORT SERVICES DIVISION ~ MAIL ROOM

Shift/Schedule/Hours: Monday – Friday / 7:30 a.m. to 3:30 p.m. / 37.50 hours weekly

Salary: \$33,719 **Posting Date:** April 24, 2012 **Closing Date:** April 30, 2012

Duties may include but not limited to: Sorts, distributes and routes incoming and interoffice mail; operates automatic postage application equipment, mail inserters, and weight scales; weighs and stamps postaged, franked or metered mail; drives state vehicles in the delivery of United States and interagency mail; picks up and delivers mail at United States Post Offices; signs for insured, certified, registered and special delivery mail; logs in cash or checks; may maintain daily cash records; performs related duties as required.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

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

Special Experience: Incumbents in this class may be required to possess appropriate current licenses or permits.

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

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions:

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: QCW Electrical applying to a QCW Electrical posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Employment (CT-HR-12) with the position number listed at the bottom of the first page of the application. Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Deb Robinson, Human Resource Associate, (860) 262-5819
Connecticut Valley Hospital
P. O. Box 351
Middletown, CT 06457
Fax : (860) 262-5055
Email: Deborah.A.Robinson@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. NP-2