Connecticut General Assembly
JOB OPPORTUNITY
Copy Center/Mail Room Position

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

Open To: The Public
Location: Hartford – On site
Salary: Starting Salary $43,359 plus State Pension and Health Benefits
Closing Date: October 7, 2022, 5:00 p.m.

General Knowledge:
The Office of Legislative Management is seeking to fill a position in the Service Center. The selected individual will be responsible for independently performing a full range of duties including: sorting and delivering incoming and outgoing mail, operating production copy machines, receiving and scanning deliveries and ordering and distributing office supplies.

Skills and Experience:
Qualifications for the position include: Good interpersonal skills, ability to effectively interact with coworkers and the public, basic computer knowledge - including Outlook & Microsoft 365 - ability to maintain loading dock records and to lift moderate to heavy weights (up to 50lbs), and knowledge of safe package handling techniques.

Minimum requirements: Two (2) years of experience in a mail room/ copy center or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed above.

Application Instructions:
Please send a cover letter and resume via email to CGAEmployment@cga.ct.gov indicating Service Center Search Committee in the subject line. Interested applicants must apply by 5:00pm October 7, 2022.

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.