Connecticut General Assembly
JOB OPPORTUNITY
Service Center Loading Dock Worker

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

Open To: The Public
Location: Hartford
Salary: $39,543 plus state pension and health benefits
Closing Date: March 27, 2020

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 receiving, storing, issuing, inspecting and scanning all deliveries to the State Capitol complex. This position also assists in the mail room and copy center as well as higher level staff as needed.

Skills and Experience:
Qualifications for the position include: Good interpersonal skills, ability to effectively interact with coworkers and the public, basic computer skills, 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 stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed above and adequate physical strength and agility to perform the duties.

Application Instructions:
Please send a cover letter and resume to: Service Center Search Committee, Joint Committee on Legislative Management, Room 5100, Legislative Office Building, Hartford, CT 06106 or email to CGAEmployment@cga.ct.gov putting Service Center Search Committee in the subject line interested applicants must apply by March 27, 2020 at 5:00pm.

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.