

STATE OF CONNECTICUT
Bureau of Rehabilitative Services at Board of Education and Services for the Blind
JOB OPPORTUNITY

Special Assistant to the Blind

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

Open to: Public – No exam necessary
Job Posting: 34746
Location: 184 Windsor Avenue, Windsor, CT 06095
Schedule: Full Time – 37.5 hours Monday through Friday
Salary: \$ 1,131.27 bi-weekly – TE10/1; after successful completion of six month probationary period receive an increase to TC10/1 at \$ 1,256.94 bi-weekly
Closing Date: **April 23, 2012**

The preferred candidate will have strong reading and oral communication skills, experience operating Microsoft Office (Word and Excel) software, ability to file alphabetically, ability to lift 50 lbs without restriction, ability to read and understand geographic maps, have and maintain a clean driving history, consistent work history with demonstrated reliability, and will have a positive and professional demeanor.

EXAMPLES OF DUTIES: Assists blind rehabilitation teachers, counselors, clients and other visually handicapped persons in all required work activities including reading, writing, clerical duties, etc.; transports blind individuals to appointments or places of work; maintains safety of blind individuals; ensures that vehicle is in good operating condition; assists teachers in in-service presentations; observes clients' appearance and clients' living areas and describes these observations to teachers; assists teachers in giving lessons to clients; marks household appliances with Braille tape for client use; may deliver mail, make bank deposits and run other errands for blind individuals; may assist in the stockroom of the Board of Education and Services for the Blind and in the sale of goods made by clients; may assist rehabilitation counselors in the survey of factories for job opportunities for blind individuals; keeps records and prepares reports; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Oral and written communication skills; interpersonal skills.

EXPERIENCE AND TRAINING REQUIRED: General Experience: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class may be required by the appointing authority to possess appropriate current licenses or permits.

WORKING CONDITIONS: Incumbents in this class may be exposed to road hazards while driving and to possible injury when entering high crime areas.

APPLICATION INSTRUCTIONS:

Interested and qualified candidates should submit a **cover letter**, **resume** and application for Examination or Employment **Form CT-HR-12** at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf by the closing date above, please fax to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services
Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106
Fax: (860) 622-4921 Preferred method of submission

Due to the large volume of applications received, we cannot confirm receipt. Submit application package ONCE, via mail or fax.

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.
Position filled pending clearance of SEBAC/Re-Employment lists.**