



**DEPARTMENT OF REHABILITATION SERVICES (DORS)  
Bureau of Education and Services for the Blind (BESB)**

**JOB OPPORTUNITY**

**SPECIAL ASSISTANT TO THE BLIND**

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

**Open To:** Public

**Location:** 184 Windsor Avenue, Windsor, CT 06095

**Job Posting No:** 112932

**Hours:** Monday – Friday, 37.5 hours per week

**Bargaining Unit:** Maintenance (NP-2)

**Salary:** \$32,265 Salary Grade (TE-10, Step 1)  
After six (6) months of successful service, candidate is moved to  
Salary Grade (TC-10, Step 1), \$35,850 - \$45,127

**Closing Date:** February 10, 2016 – February 19, 2016

The preferred candidate will have strong reading and oral communication skills, experience operating Microsoft Office software (Outlook, Word and Excel), ability to file alphabetically, ability to read and understand geographical maps, have and maintain a clean driving history, consistent work history with demonstrated reliability and will have a positive and professional demeanor. Experience providing clerical support and travel assistance to professional staff who are blind is highly desirable. **The selected individual will be required to carry and deliver adaptive equipment which may weigh up to 50lbs to clients who are blind.**

**EXAMPLES OF DUTIES:** The Bureau of Education and Services for the Blind is recruiting for one (1) Special Assistant to the Blind position. The incumbent will assist agency staff, including rehabilitation teachers, counselors, social workers, as well as clients and others who are legally blind in various activities including reading, writing, filing and other clerical duties, etc.; transport individuals who are blind to appointments or places of work; maintain the safety of individuals who are blind; ensure that the state vehicle being used is ready for use and in good operating condition; assist teachers who are blind with in-service presentations and in giving lessons to clients; observe clients' appearance and clients' living areas and describe these observations to staff who are blind; mark household appliances with Braille tape and dots for client use; may sort and deliver mail, operate agency telephone switchboard, make bank deposits and run other errands for the Bureau and individuals who are blind; may assist in the stockroom of the Bureau of Education and Services for the Blind, may assist rehabilitation counselors in the survey of employment locations for job opportunities for blind individuals; keep records and prepare reports including client case notes; and perform related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:** Oral and written communication skills; interpersonal skills.

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

**SPECIAL REQUIREMENT:** Incumbents in this class will be required to travel. The successful candidate must have a driving history acceptable to the Commissioner of Rehabilitation Services.

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

The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the following and forward as indicated below:

1. State of Connecticut Application for Employment (CT-HR-12), available online at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).
2. Completed "Addendum", page three (3) of this posting.
3. Three (3) professional reference letters from current and/or former supervisors.
4. Candidates currently employed in state service, please submit your two (2) most recent service ratings with your application materials to:

[DORS.Recruitment@ct.gov](mailto:DORS.Recruitment@ct.gov)

**THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL**

**OR**

**Department of Rehabilitation Services**

**55 Farmington Avenue, 12<sup>th</sup> Floor**

**Hartford, CT. 06105**

**ATTN: Human Resources**

Due to the large number of applications we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. Also, faxed or hand-delivered copies will not be accepted.**

**PLEASE NOTE:** The primary contact will be via email if provided on your application.

**APPLICATIONS MUST BE POSTMARKED ON OR BEFORE February 19, 2016.**

**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.

DEPARTMENT OF REHABILITATION SERVICES  
Special Assistant to the Blind Addendum

**Name (Last, First)**

**Date:**

**INSTRUCTIONS: Circle responses.**

|   |          |              |          |
|---|----------|--------------|----------|
| Do you have a valid Driver's License?   | Yes      | No           |          |
| Do you have employment/volunteer experience working with individuals who are visually impaired? | Yes      | No           |          |
| Do you have employment/volunteer experience working with individuals who have disabilities?     | Yes      | No           |          |
| How many years of employment/volunteer experience do you have which involved driving?           | <3 years | 3-5 years    | 5+ years |
| Do you have employment experience in a stockroom setting?                                       | Yes      | No           |          |
| Do you have employment experience working with inventory control?                               | Yes      | No           |          |
| Can you lift up to 50 lbs.?   | Yes      | No           |          |
| Do you have employment/volunteer experience answering multiple phone lines?                     | Yes      | No           |          |
| Do you have experience using customer service skills?   | Yes      | No           |          |
| How would you rate your level of expertise in:  |          |              |          |
| Microsoft Word  | Beginner | Intermediate | Advanced |
| Microsoft Excel   | Beginner | Intermediate | Advanced |
| Microsoft Outlook   | Beginner | Intermediate | Advanced |