

DIVISION: COURT SUPPORT SERVICES DIVISION

 APPOINTMENT X PROMOTION X RELOCATION

JOB TITLE: **CSSD – INTAKE ASSISTANT**

This position is available to permanent, full-time Judicial Branch employees only.

OFFICE: ADULT PROBATION

LOCATION: BRIDGEPORT, MILFORD, NEW HAVEN, NEW LONDON & WATERBURY

B.U.: 43 **S.G.:** 15

APPLICATIONS MUST BE RECEIVED BY: **NOVEMBER 28, 2016**

POSTING NUMBER: 16-7000-032

DIVISION: COURT SUPPORT SERVICES DIVISION

 APPOINTMENT X PROMOTION X RELOCATION

JOB TITLE: **CSSD – INTAKE ASSISTANT**

This position is available to permanent, full-time Judicial Branch employees only.

OFFICE: JUVENILE PROBATION **LOCATION:** DANBURY

B.U.: 43 **S.G.:** 15

APPLICATIONS MUST BE RECEIVED BY: **NOVEMBER 28, 2016**

POSTING NUMBER: 16-7000-033

DIVISION: ADMINISTRATION SERVICES DIVISION

X APPOINTMENT X PROMOTION X RELOCATION

JOB TITLE: **WAREHOUSE CLERK**

OFFICE: MATERIALS MANAGEMENT **LOCATION:** ROCKY HILL

B.U.: 43 **S.G.:** 15

APPLICATIONS MUST BE RECEIVED BY: **NOVEMBER 28, 2016**

POSTING NUMBER: 16-3000-011

Seeking a qualified individual to perform a full range of warehouse operating duties including picking, packaging, shipping, receiving, storage, and inventory for electronic goods, forms, supplies and furniture. Delivery and picking up of equipment and furniture around the State may require assembly and or disassembly of shelving, furniture and security equipment. Experience driving commercial vehicles; trucks, vans, and operating fork lifts. The employee must possess excellent communication skills. Familiarity with telephone equipment is a plus. Extensive experience using MS Excel and MS Outlook, manipulating databases, scanning devices and UPS shipping systems should be included in their work history.

Requires experience in Warehousing, Delivery Services, Data Validation, Inventory and Transportation.