



Department of
ADMINISTRATIVE SERVICES
Job Postings



BOARD OF FIREARMS PERMIT EXAMINERS
Office of Governmental Accountability

BOARD OF FIREARMS PERMIT EXAMINERS OFFICE MANAGER

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: 18-20 Trinity Street, Hartford, CT
Job Posting No: 7498
Hours: Full time, 40 hours per week
Salary: Grade MP-56 (\$58,130 - \$79,262 annual) **Note:** New hires to State service start at the minimum
Closing Date: January 13, 2017—applications must be received no later than 5:00 PM

Eligibility Requirement: This is a classified, management position open to all applicants who meet the experience and training requirements described in the **General Experience** section of this announcement.

General Information: Receiving administrative direction from the Chairperson of the Board of Firearms Permit Examiners, this position is accountable for planning, directing and administering the day-to-day operations of the office.

Essential Functions: Refer to Examples of Duties listed on DAS Class Specification 5519, which can be viewed by accessing this link <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=7311>. Specific functions include:

- Receiving notices of appeal, reviewing case materials, corresponding with all involved parties, and scheduling hearings.
- Coordinating all aspects of the appeal process, which includes obtaining information, responding to inquiries, retaining documentation, and communicating with law enforcement agencies and appellants, all while maintaining confidentiality.
- Administering office operations which include preparing meeting agenda and minutes, purchasing supplies, preparing and monitoring budgets, keeping statistics and writing reports, and responding to Freedom of Information requests.
- Supervising the Office's clerical staff.
- Interpreting and administering pertinent laws, and assisting the Board with developing office policies and procedures.
- Serving as the Board's liaison to State legislative officials.

Knowledge, Skills and Abilities: Knowledge of the principles and practices of business and public administration; knowledge of relevant state laws, statutes and regulations; some knowledge of governmental fiscal and budgetary practices; some knowledge of purchasing procedures and human resources administration; some knowledge of legislative practices in Connecticut; considerable oral and written communication skills; considerable interpersonal skills.

General Experience: Six (6) years experience in business or public administration. **NOTE:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in business or public administration or a closely related field may be substituted for one (1) additional year of the General Experience.

Preferred Experience: Experience working with government Boards or Commissions is preferred. Experience working with a government permitting process is preferred. Supervisory experience is preferred. Demonstrated experience handling confidential information, such as (but not limited to) sensitive or personal or medical information, is preferred.

Application Instructions: Qualified applicants should submit a cover letter that describes their interest and suitability for the position, a resume, and an Application for Employment [CT-HR-12](#) to:

Joe Olender, Human Resources Specialist
Department of Administrative Services
Small Agency Resource Team—SmART Unit
450 Columbus Blvd, Suite 1404
Hartford, CT 06103

Confidential Fax (preferred method of submission): 860-622-2833
Materials may be attached to email and sent to Joseph.Olender@ct.gov

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

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.