



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF VETERANS AFFAIRS

BUILDINGS AND GROUNDS LEAD PATROL OFFICER

ANNUAL \$39,694
SALARY: \$53,145

SALARY
GROUP: PS 06

APPLICATION CLOSING
DATE: OCTOBER 30, 2013

EXAM
NO: 131210APRB

[SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.](#)

PURPOSE OF CLASS: In the Department of Veterans Affairs this class is accountable for acting as a working supervisor for patrol officers providing basic security services designed to insure the control and safety of clients, employees and the visiting public.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF VETERANS AFFAIRS** WHO BY **OCTOBER 30, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **DEPARTMENT OF VETERANS AFFAIRS** AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Two years of experience in the protection of persons or property or in the enforcement of security regulations.

SUBSTITUTION ALLOWED: Two years of experience as a Buildings and Grounds Patrol Officer or its equivalent may be substituted for the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license; (2) Incumbents in this class may be required to obtain and maintain a Standard First Aid Certificate and/or CPR certification.

PHYSICAL REQUIREMENTS: (1) Incumbents in this class must have general good health, be free from any disease or injury, which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity to perform the duties of the class; (2) Applicants may be required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be exposed to the attendant discomforts of working outdoors and to the effort of prolonged period of walking and standing while on foot patrol and/or guard duty and to some danger of injury in performing the duties of the class.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of State traffic and parking rules and regulations; knowledge of traffic control techniques; basic knowledge of physical plant security methods and techniques; interpersonal skills; oral and written communication skills; ability to follow written and oral instructions; some supervisory skill.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by OCTOBER 30, 2013 Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by DECEMBER 6, 2013. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the DEPARTMENT OF VETERANS AFFAIRS.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

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, persons with disabilities and military veterans.