State of Connecticut
JOB POSTING

DEPARTMENT OF CHILDREN AND FAMILIES

BUILDINGS AND GROUNDS PATROL OFFICER
CONNECTICUT JUVENILE TRAINING SCHOOL

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

Open To: The Public

Location: Connecticut Juvenile Training School in Middletown, CT

Job Posting No: BA43999CJT

Hours: Part Time, 34 hours per week, 2nd Shift

Salary: $17.63 - $23.66 per Hour

Closing Date: January 23, 2013 close of business

The Department of Children and Families is currently seeking qualified candidates to fill one (1) anticipated part-time Buildings and Grounds Patrol Officer position at the Connecticut Juvenile Training School in Middletown, CT. This position is a scheduled Friday - Monday, 2nd shift position.

Example of Duties:
Enforces regulations relating to parking and traffic control as established by assigned agency; directs traffic on state property; issues tickets for violations; gives information and assistance to visitors; guards entrances and exits to prevent trespass, vandalism, theft and other violations; performs routine vehicle and foot patrol duty and monitors security and alarm systems to detect theft and other criminal acts; provides security escorts; provides first aid when necessary; performs dispatching and record keeping functions at a desk post; at a state hospital, assists in maintaining order among patients; assists in searching for missing patients; may assist in fire prevention and fire fighting activities; at an agency or institution, may oversee the activities of fellow officers as designated; at the State Regional Market, collects stall fees from vendors and prepares receipts of same; performs related duties as required.

Minimum Qualifications
Knowledge, Skills and Abilities:
Interpersonal skill; basic oral and written communication skill; ability to think and act quickly in an emergency with judgment and discretion.

Experience and Training:
Any experience or training which would provide the skills and abilities indicated above.

Special Requirement:
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.

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.

Physical Requirement:
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 will be required to pass a physical examination.

Working Conditions:
Incumbents in this class may be exposed to the attendant discomforts of working outdoors, to the effort of prolonged periods 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.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit the CT-HR-12 State of Connecticut Application for Employment, indicating the Job Posting No. BA43999CJT, a letter of intent, resume, three (3) letters, or names and contact information, of professional supervisory references and a copy of any license, degree and certification required to:

Department of Children and Families
Human Resources
Attn: Lizette Basile
1225 Silver Street
Middletown, CT 06457
Fax: (860) 638-2441

State employees must submit two most recent performance appraisals in lieu of references

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.