

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

**Correctional Lieutenant
Operations/Road/Utility**

<http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5345>

Lateral Transfer Opportunity

Please follow the specific application filing instructions at the bottom of this page!

Open To: DOC ONLY

Location: Correctional Transportation Unit (North Base- Start and End)

Hours: 40 Hours per Week (8:00 a.m. to 4:00 p.m.)

Salary: \$63,849.00 - \$84,357.00

Closing Date: Wednesday, August 5, 2015 at 4:00 p.m.

Eligibility Requirement:

Department of Correction employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

General Experience: Four (4) years of experience in correctional work.

Preferred Experience:

Candidates with the following knowledge, skills and abilities will be given preference:

- Oral and Written Communication skills
- Computer Skills – Microsoft Access, Excel, Word, SABA (LMS), Atlas
- Excellent Organizational skills
- Knowledgeable in AD 4.3, 6.4, 6.5, 6.10 and 9.3
- Knowledgeable in court operations, court locations, facility locations
- Admittance and Discharge Procedures
- Monitor and manage shift assignments, overtime, swaps, accruals, paid and unpaid time used
- Maintain and audit logs of daily unit activity
- Maintain personnel records and adhere to strict confidentiality requirements

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Current Department of Correction employees who meet the above requirements need to submit a cover letter and resume outlining their experience and indicating your preferred email address for contact. Please reference Position **JJR1464** on your cover letter (be sure to include a current email address) and submit it to:

**Patty Meskers, HRS
CT- DOC, Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-7615**

Interviews will be held shortly after the closing date at Central Office; candidates will receive an email confirmation with the date and time.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.