

CONNECTICUT DEPARTMENT OF CORRECTION

Correctional Identification and Records Specialist 1

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

**Open To:** Candidates on the current exam list or lateral transfers

**Location:** New Haven Correctional Center

**Hours:** 2<sup>nd</sup> Shift, 2:30pm – 10:30pm, M-F

**Salary:** CL-18, \$51,441 - \$66,764

**Closing Date:** November 16, 2015

**Eligibility Requirement:** Candidates must have applied for and passed the Correctional Identification and Records Specialist 1 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Considerable knowledge of large volume records management, methods and techniques; interpersonal skills; oral and written communication skills; basic skill in performing arithmetical computations; considerable ability to understand and interpret statutes and regulations pertaining to sentence calculation; ability to organize data for entry into database systems.

**General Experience:** Four (4) years clerical work experience.

**Special Experience:** Two (2) years of the General Experience must have been in the maintenance, processing or control of inmate or criminal records or of an extensive record keeping system involving financial, health, inventory, legal, medical or other records.

**Substitution Allowed:** 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 two (2) years.

**Special Requirement:** Incumbents in this class are required to possess a high school diploma or General Educational Development (G.E.D.) certification by the time of permanent appointment.

**Character Requirement:** In addition to the checking of references and facts presented in the employment application, a background investigation will be conducted before persons are certified for permanent appointment.

**Working Conditions:** Incumbents in this class may be exposed to some risk of injury or assault by inmates.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an Application for Employment (CT-HR 12) which is available at [http://das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf) and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf) to:

Department of Correction  
Francine Beaulieu, Human Resources  
24 Wolcott Hill Road  
Wethersfield, CT 06109

**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.