

DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
CORRECTIONAL STORES DISTRICT SUPERVISOR
FISCAL UNIT

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

Open To: Department of Correction Employees Only

Location: South Warehouse, York CI, Niantic, CT

Job Posting No: 00035521

Hours: 36.25 Hours Per Week

Salary: NP 4 CO \$52,515 – \$68,322 annually

Closing Date: January 25, 2016

Eligibility Requirement: Candidates must have applied for and passed the Correctional Stores District Supervisor exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status 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 relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of modern principles and practices of efficient warehousing; considerable knowledge of modern techniques of stock records and inventory control; knowledge of modern objectives, practices and policies relating to inmate work in penal institutions; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to keep records and make reports; ability to work under stress and remain stable in pressure situations; ability to utilize computer software; supervisory ability.

General Experience: Five (5) years of experience in the storage, record keeping and distribution of stores and materials, preferably in a correctional setting.

Special Experience: Two (2) years of the General Experience must have been with responsibility for supervising either the entire small to moderate function as a working supervisor or for running one or several phases of a large stores function.

NOTE: For State Employees this is interpreted at the level of Correctional Stores Supervisor.

Preferred Experience: The preferred candidate will possess a working understanding of Microsoft Office, with excellent knowledge of Excel. Good oral and written communication skills as well as strong customer service experience.

Eligibility Requirement: Candidates who meet the General and Special experience as indicated above may apply for this opportunity without further exam. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

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 Mail a cover letter, a resume, your last two (2) Performance Evaluations, an application for Employment (Form CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf and 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 to:

**Department of Correction
Attn: Erica Soto, HR Associate
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.