

CONNECTICUT DEPARTMENT OF CORRECTION

JOB OPPORTUNITY

Correctional Identification and Records Specialist 1

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

Open To: State Employees only, including current DOC or BOPP employees looking for a transfer opportunity.

Location: Bridgeport Correctional Center – 1106 North Avenue, Bridgeport CT 06604

Hours: Monday - Friday (40 hour work week) Shift to be determined

Salary: CL-18 (\$49,942.00 - \$64,819.00)

Position: 105674

Closing Date: May 5, 2015

Minimum Qualifications Required Knowledge, Skill and Ability:

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 computer based records system.

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.

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.

Note:

- The filling of this position will be in accordance with reemployment, transfer, promotion and merit employment rules. Department of Correction 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.
- Position(s) may be first or second shift based on facility need.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements should submit the requested documents as follows;

1. Cover letter,
2. Resume,
3. Two most recent performance appraisals.
4. Application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf
5. 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

Applications must be postmarked no later than the closing date indicated above. Incomplete application packages will not be considered. Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.

Emily Kennedy, HR Assistant
CT Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109

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

4/21/2015, 105674, DLS, 2257/05