

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

**Agency Promotional
Correctional Lead Commissary Operator**

Open To: Department of Correction Employees Only
Location: District 1, MacDougall Ct, Suffield, CT
Shift: 1st Monday - Friday
Hours: 36.25 Hours per week
Salary: CO-11 \$51,925.00 – \$67,283.00
Closing Date: June 10, 2014

Eligibility Requirement:

Candidates must have applied for and passed the agency promotional exam for Correctional Lead Commissary Operator and be on the current certification list promulgated by the Department of Administrative Services.

Minimum Qualifications:

Considerable knowledge of stock and inventory control methods; considerable knowledge of prison procedures; basic knowledge of computer systems; considerable interpersonal skills; oral and written communication skills; considerable ability to understand departmental and institutional policies and regulations and apply in a consistent manner; some supervisory ability.

Special Experience

One (1) year of the General Experience must have been in commissary or warehouse operations in a correctional setting.

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.

Application Instructions:

Qualified candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf. Please submit your information to:

**Erica Soto, Human Resources Associate
Department of Correction
Human Resources Unit
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-6866
Erica.Soto@ct.gov**

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

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