

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Correctional Stores Manager

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

Open To: Department of Correction Employees Only

Location: Uniform Distribution Warehouse, Manson Youth Institution, Cheshire, CT

Shift: 1st Shift, Monday-Friday

Hours: 36.25 hours per week

Salary: \$49,500 - \$64,400 annually

Closing Date: April 8, 2014

Minimum Qualifications: 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; oral and written communication skills; considerable ability to keep records and make reports; supervisory ability; ability to work under stress and remain stable in pressure situations.

General Experience: Five (5) years 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 in a supervisor capacity.
Note: For State employees, the Special Experience will be interpreted at or above the level of Corr. 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. 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: Qualified candidates who meet the above requirements need to submit a cover letter, 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

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

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

3/24/2014,107660,ES,2275/08