

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITIES**

Correction Officer Vacancies - Lateral Transfers Only

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

Open To: DOC Employees Only – Lateral Transfers
Location: Maloney Center for Training and Staff Development
Hours: To be Determined
Salary: \$42,789.00 – 56,369.00 (Annually)
Closing Date: January 28, 2014

Minimum Qualifications:

This position will work in support of the Training needs of the Maloney Center for Training and Staff Development. This position will be responsible for supervising the work of an inmate crew, as needed. The ideal candidate must be able to work independently and be detailed oriented. This will require excellent organizational and time management skills. Candidate may be required to fill in as an Adjunct Instructor as needed. Candidates must also possess superior interpersonal and communication skills, as this position will interact with all levels of department staff as well as the public and other state agencies.

General Experience:

Candidates must have at least three (3) years minimum experience as a Correction Officer. Candidates with experience as an instructor and/or providing training, or who have pursued education in a related field will be given preferred consideration.

Special Requirement:

Incumbents in this position will be required to work overtime as needed and must be able to assist with the Pre-service Physical Training Program. Incumbents in this position may be required to work with Microsoft Word, Excel documents and the Statewide Learning Management System(LMS on a routine basis.

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: Current Department of Correction employees who meet the above requirements need to submit a cover letter, your last two (2) performance appraisals and an application for employment (CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

**Cathy Downey, HR Specialist
Department of Correction
Recruitment Office
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.