



CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF CORRECTION

CORRECTIONAL CAPTAIN

ANNUAL \$ 71,722
SALARY: \$ 94,761

SALARY
GROUP: SC CC

APPLICATION CLOSING
DATE: SEE BELOW

EXAM
NO: 140140ACDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.
(Announced with dates for 2014)

PURPOSE OF CLASS: In the Department of Correction this class is accountable for supervising correctional staff engaged in custody, security, investigations/operations, inmate transportation and/or developing, coordinating and conducting training programs.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF CORRECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING.*

GENERAL EXPERIENCE: Five years of experience in correctional work responsible for custodial security or inmate treatment.

SPECIAL EXPERIENCE: One year of the General Experience must have been at the level of Correctional Lieutenant.

SUBSTITUTION ALLOWED: College training in behavioral sciences, corrections, criminal justice or a related field may be substituted for the General Experience on the basis of fifteen semester hours equalling one-half year of experience to a maximum of one year.

SPECIAL REQUIREMENTS: Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS: Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class. A comprehensive medical examination, including a controlled substance screening, may be required of applicants.

WORKING CONDITIONS: Incumbents in this class may be exposed to some danger of assault or injury by inmates.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws; considerable knowledge of policies and procedures utilized in correctional facilities; considerable knowledge of modern correctional methods and practices; considerable knowledge of standard security measures and appropriate methods of inmate discipline; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to accurately evaluate situations and make effective administrative and supervisory decisions; ability to utilize computer software; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by February 6, 2014 for the March 24, 2014 grading date; by August 4, 2014 for the September 22, 2014 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Correction.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

January 22, 2014

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, persons with disabilities and military veterans.