



CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF CORRECTION
CORRECTIONAL TREATMENT OFFICER

ANNUAL \$44,924
SALARY: \$58,940

SALARY
GROUP: CO 08

APPLICATION CLOSING
DATE: SEE BELOW

EXAM
NO: 121080ACMB

PURPOSE OF CLASS: In a Department of Correction facility this class is accountable for providing assistance and guidance to inmates as a member of a treatment team.

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: Two years of experience in providing assistance and guidance to individuals with behavioral, mental health or substance abuse issues.

SUBSTITUTION ALLOWED: One year of employment in a correctional setting performing custody and/or treatment duties and thirty college credits, twelve of which must be in the behavioral sciences and/or criminal justice, may be substituted for the General Experience. **(In order to receive credit for education you must submit a copy of your college transcript with your completed application form.)**

SPECIAL REQUIREMENTS: (1) Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification at the time of appointment. (2) Incumbents in this class may be required to successfully complete a formal training course in correctional work to develop the knowledge, skills and abilities to successfully perform the duties of the class. (3) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license. (4) Incumbents in this class may be required to travel. (5) Incumbents in this class may be required to speak a foreign language.

PHYSICAL REQUIREMENTS: (1) 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. (2) A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

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.

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

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of sociological and psychological concepts with emphasis on criminal behavior and behavior of inmates who are mentally ill and/or developmentally disabled; knowledge of cultural competencies and ethical standards; knowledge of current correctional practices; knowledge of basic guidance and counseling techniques; basic knowledge of community resources; considerable interpersonal skills; oral and written communication skills; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)

PART
WRITTEN

WEIGHT
100%

APPLICATION AND EXAMINATION PROCEDURE: 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. 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. Incomplete faxes for faxes received blank because pages were faxed upside down will not be accepted. Make certain that your application form is complete and transmitted correctly and without error. 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 April 5, 2014 for the May 21, 2014 test date. (Reserve the day as the exam may be scheduled in the morning or afternoon.)** 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>) 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.*

Note: Applicants who are on the examination list for Correctional Treatment Officer (121080APMB) promulgated on September 11, 2012 do **not** need to reapply. List 121080APMB will be extended and will become the first administration of the continuous recruitment examination for Correctional Treatment Officer.

March 20, 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 military veterans.