



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF CORRECTION

**CORRECTIONAL IDENTIFICATION AND RECORDS
SPECIALIST 2**

**ANNUAL \$49,357
SALARY: \$63,871**

**SALARY
GROUP: CL 19**

**APPLICATION CLOSING
DATE: NOVEMBER 23, 2012**

**EXAM
NO: 121860APMB**

PURPOSE OF CLASS: In the Department of Correction Offender Classification and Population Management Unit and/or Central Records this class is accountable for providing departmental expertise in sentence management and time calculations.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO BY **NOVEMBER 23, 2012** 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' clerical work experience.

SPECIAL EXPERIENCE: One year of the General Experience must have been as a Correctional Identification and Records Specialist 1.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENT: Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

CHARACTER REQUIREMENT: In addition to the checking of references and facts presented in the employment application a background investigation will be conducted before persons are certified for appointment.

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

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of large volume records management methods and techniques; considerable knowledge of statutes, legal decisions and opinions related to sentence time calculations; considerable interpersonal skills; considerable oral and written communication skills; ability to organize data for entry into computer based record systems; some supervisory ability.

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

**PART
WRITTEN**

**WEIGHT
100%**

THE EXAMINATION WILL BE HELD ON: FRIDAY, JANUARY 4, 2013.

(Reserve this day as the exam may be scheduled in the morning or afternoon.)

APPLICATION 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, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **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 November 23, 2012. **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>) or 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.*

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.