



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF CORRECTION

CORRECTIONAL COUNSELOR SUPERVISOR

ANNUAL \$71,722 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$94,761 **GROUP: SC-CC** **DATE: DECEMBER 22, 2011** **NO: 110900APDJ**

PURPOSE OF CLASS: In a Department of Correction facility or community setting this class is accountable for supervising the counseling and classification function of an inmate treatment program.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO BY **DECEMBER 22, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF CORRECTION** AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Seven years of experience in social case work, counseling, probation or parole.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in correctional treatment services.

SUBSTITUTIONS ALLOWED: (1) College training in counseling, criminal justice, psychology, sociology or social work 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. (2) A Master's degree in counseling, criminal justice, psychology, sociology or social work may be substituted for one additional year of the General Experience. (3) One year of experience as a Correctional Counselor or Correctional Substance Abuse Counselor may be substituted for the General and Special Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in positions that supervise Correctional Substance Abuse Counselors are required to possess and retain current Certification or Licensure as an Alcohol and Drug Counselor by the Connecticut Department of Public Health. (2) Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification by the time of appointment. (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.

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: (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, may be required of applicants.

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

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of case work methods and techniques and current correctional practices including inmate classification systems and parole practices; considerable knowledge of individual and social factors contributing to delinquency and crime; considerable knowledge of counseling principles and techniques; considerable knowledge of welfare resources; knowledge of substance abuse and current correctional treatment practices; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to plan and organize a case work program; ability to utilize computer software; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF: **PART** **WEIGHT**
(Exam questions will cover KSA's listed above.) **WRITTEN (ESSAY)** **100%**

THE WRITTEN TEST: The written test will be administered on **SATURDAY, FEBRUARY 4, 2012**. Candidates will be notified by mail of the specific time and location of the test. There will be no make-up examinations except in very rare situations, where an applicant has a legitimate reason for not attending the regularly scheduled examination such as active military duty, serious illness or injury, death in the immediate family, accident the day of the exam, or an out-of-state vacation scheduled prior to the posting date of the examination. Documentation will be required (e.g., military orders, medical certification, police report, airline tickets) prior to the date of the exam, except in critical situations occurring the day of the exam. For those critical situations occurring the day of the exam, documentation will be required by close of business the first business day following the exam. DAS has final authority to approve or deny all make-up requests.

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 December 22, 2011. 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 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, and persons with disabilities.