State of Connecticut
EXAM ANNOUNCEMENT

# AGENCY PROMOTIONAL EXAMINATION

## DEPARTMENT OF CORRECTION

# CORRECTIONAL COUNSELOR

| ANNUAL SALARY: | SALARY GROUP: | APPLICATION CLOSING DATE: | EXAM NO: |
|---|---|---|---|
| $52,887 – $69,056 | CO 12 | DECEMBER 20, 2010 | 101290APSP |

**PURPOSE OF CLASS**: In a Department of Correction facility or community setting this class is accountable for performing individual and group counseling of offenders, overseeing counseling programs and assigned the full range of cases for individual attention.

## MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO BY **DECEMBER 20, 2010** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF CORRECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

**GENERAL EXPERIENCE:** Six years of experience in parole, probation, social casework or counseling.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been in a correctional counseling, parole or probation program.

**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) Four years as a Correctional Treatment Officer may be substituted for the General and Special Experience. (4) Two years as a Correctional Counselor Trainee may be substituted for the General and Special Experience.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification by the time of appointment. (2) Incumbents in this class may be required to speak a foreign language. (3) Incumbents in this class may be required to successfully complete a formal training course in correctional work to develop the knowledge, skill and ability to successfully perform the duties of the class. (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 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.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to considerable danger of injury or assault by offenders.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of sociological and psychological concepts with emphasis on analysis of criminal behavior; considerable knowledge of cultural competencies and ethical standards; considerable knowledge of counseling and interviewing techniques; considerable knowledge of individual and social factors relating to personal adjustment; knowledge of community resources; knowledge of current correctional practices including inmate classification systems and parole process; knowledge of evidence-based practices in core program areas; knowledge of caseload methodology; knowledge of state and federal laws, statutes and regulations; some knowledge of addictions, recovery and/or relapse prevention; considerable interpersonal skills; considerable oral and written communication skills; ability to prepare clear and concise reports and case histories; ability to organize time, set priorities and manage workload; ability to utilize computer software.

| THE EXAMINATION WILL BE COMPOSED OF: | PART | WEIGHT |
|---|---|---|
| | WRITTEN (ESSAY) | 100% |

## THE EXAMINATION WILL BE HELD ON: MONDAY, JANUARY 31, 2011.

**[Reserve the day as the exam may be scheduled in the morning or afternoon.]**

**WRITTEN EXAMINATION:** 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 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 20, 2010. 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.*

6356 December 1, 2010

## 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.