



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF CORRECTION**

**CORRECTIONAL LEAD COMMISSARY OPERATOR**

**ANNUAL SALARY: \$50,412**  
**SALARY: \$65,323**

**SALARY GROUP: CO 11**

**APPLICATION CLOSING DATE: JUNE 22, 2011**

**EXAM NO: 110390APPD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In a Department of Correction district commissary this class is accountable for acting as a working supervisor for the staff of a functional area of commissary operations. Functional areas are: inventory control, scanning/sales and delivery of inmate orders.

**MINIMUM QUALIFICATIONS REQUIRED**

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

**GENERAL EXPERIENCE:** Five years of experience in commissary or retail merchandising, wholesale sales or warehouse operations.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been in commissary or warehouse operations in a correctional setting.

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

**SPECIAL REQUIREMENTS:** (1) Applicants must have reached their 21st birthday. (2) Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment. (3) Incumbents in this class may be required to possess and retain either a current Connecticut Motor Vehicle operator license, a Commercial Drivers license or both.

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

**PHYSICAL REQUIREMENT:** Incumbents in this class must possess general good health, be free from any disease or injury which would impair health and usefulness and retain sufficient strength, stamina, agility and visual and auditory acuity to perform the duties of the class.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to significant stress of confinement within a dangerous and volatile prison population and to danger of injury from assaultive and/or abusive inmates and disagreeable conditions.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of stock and inventory control methods; considerable knowledge of prison security procedures; basic knowledge of computer systems; considerable interpersonal skills; oral and written communication skills; considerable ability to understand departmental and institutional policies and regulations and apply in a consistent manner; some supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

<u>PART</u>	<u>WEIGHT</u>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**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. **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 and your completed application form is date stamped by DAS/Human Resources or postmarked by June 22, 2011. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. 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. **Examination scores will be mailed by July 28, 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>) or 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.