



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF CORRECTION
CORRECTIONAL LIEUTENANT

ANNUAL \$61,989
SALARY: \$81,900

SALARY
GROUP: LT

APPLICATION CLOSING
DATE: NOVEMBER 24, 2014

EXAM
NO: 141680APFD

PURPOSE OF CLASS: In the Department of Correction this class is accountable for either supervising correctional staff engaged in custodial work or for performing specialized assignments.

MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO BY **NOVEMBER 24, 2014** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF CORRECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Four years of experience in correctional work.

SUBSTITUTIONS ALLOWED: College training in corrections, behavioral sciences or criminal justice may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of one year.

SPECIAL REQUIREMENTS: (1) Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license, a Commercial Driver's License, or both.

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

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.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of modern correctional methods and practices; knowledge of policies and procedures utilized in correctional facilities; knowledge of the appropriate methods of discipline applied to inmates; considerable interpersonal skills; considerable oral and written communication skills; ability to accurately evaluate situations and make effective administrative and supervisory decisions; ability to utilize computer software; supervisory ability.

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

<u>PART</u>	<u>WEIGHT</u>
WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: WEDNESDAY, JANUARY 21, 2015
(Reserve the 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 24, 2014. 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.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

7081

November 7, 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, and military veterans.