



**AGENCY PROMOTIONAL EXAMINATION**  
**DEPARTMENT OF CORRECTION**  
**CORRECTIONAL STORES MANAGER**

**ANNUAL \$50,985**  
**SALARY: \$66,332**

**SALARY**  
**GROUP: CO 10**

**APPLICATION CLOSING**  
**DATE: APRIL 21, 2015**

**EXAM**  
**NO: 150410APRB**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Correction, District North, District South or the Central Office warehouse, this class is accountable for management of a staff of store supervisors and inmates engaged in the warehouse activities and operations.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO BY **APRIL 21, 2015** HAS PERMANENT STATE STATUS\*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF CORRECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Five years experience in the storage, record keeping and distribution of stores and materials, preferably in a correctional setting.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in a supervisory capacity. **Note:** For State employees, the Special Experience will be interpreted at or above the level of Correctional Stores Supervisor.

**SPECIAL REQUIREMENTS:** (1) Applicants must have reached their 18th birthday. (2) Applicants may be required to possess and retain a current Connecticut Motor Vehicle operator's license during employment in the class.

**PHYSICAL REQUIREMENTS:** In addition to good general health candidates must have and retain sufficient strength, stamina, agility and visual and auditory acuity necessary to perform all the duties of the class.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to 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 character investigation of each candidate may be made.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of modern principles and practices of efficient warehousing; considerable knowledge of modern techniques of stock records and inventory control; knowledge of modern objectives, practices and policies relating to inmate work in penal institutions; considerable interpersonal skills; oral and written communication skills; considerable ability to keep records and make reports; supervisory ability; ability to work under stress and remain stable in pressure situations.

**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 as well as college degrees earned and current licenses and certifications. **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 **April 21, 2015**. Mail your application 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 exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are 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. **Examination scores will be mailed by June 8, 2015. 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).*

**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.