



EXAMINATION OPEN TO THE PUBLIC
CORRECTIONAL STORES SUPERVISOR

ANNUAL \$44,073
SALARY: \$58,061

SALARY
GROUP: CO 07

APPLICATION CLOSING
DATE: APRIL 9, 2015

EXAM
NO: 150340OCRB

PURPOSE OF CLASS: At a correctional facility, this class is accountable for directing either the entire small to moderate function as a working supervisor or for running one or several phases of a large stores function as assigned.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **APRIL 9, 2015**.

GENERAL EXPERIENCE: Three years of experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skill and ability listed above.

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 REQUIREMENT: 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 (KSA's): Considerable knowledge of the principles and practices of handling and storing food, supplies and equipment; knowledge of stock keeping and recording methods and procedures; interpersonal skill; oral communication skills; ability to audit stock accounts; ability to analyze requirements and requisition supplies for future use; ability to keep records and make reports; ability to instruct inmates; ability to work under stress and remain stable in pressure situations.

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

PART
WRITTEN

WEIGHT
100%

THE EXAMINATION WILL BE HELD ON: FRIDAY, MAY 29, 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 #860-622-2875**). 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 **April 9, 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>) or at the Offices of the Connecticut State Job Centers.

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.