

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
UNIT SUPERVISOR
Full Time (Monday through Friday) - 1st Shift

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list

Location: Manchester Area Office - 364 West Middle Turnpike, Manchester, CT. 06040

Job Posting No: DF46535MAN

Hours: 40.0 Hours Per Week

Salary: \$47,074.00 - \$61,098.00

Closing Date: November 21, 2012

Eligibility Requirement:

Candidates must have applied for and passed the UNIT SUPERVISOR exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to schedule and prioritize workflow; considerable supervisory ability; ability to read, understand and apply a variety of materials; ability to perform arithmetic computations; ability to operate office equipment which includes personal computers or other electronic equipment; ability to operate office suite software.

Examples of Duties: Determines priorities, assigns and reviews work; coordinates workflow; provides staff training and assistance; conducts performance evaluations; maintains office records; serves as liaison with other operating units, agencies, outside officials, etc.; handles counseling or disciplinary problems; develops work performance and procedural standards and guidelines; recommends staffing changes and assists in recruitment and selection of personnel; compiles data and prepares reports; develops and maintains filing systems, forms and office procedures; handles telephone and written inquiries for information and assistance; explains agency policy to staff and public; maintains inventory control; performs related duties as required.

General Experience: Four (4) years of general clerical experience.

Substitution Allowed: College training may be substituted for the General Experience on the basis of 15 semester hours equaling six (6) months to a maximum of two (2) years.

Special Requirement: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, the CT-HR12 State Application for Employment, and (3) professional reference letters, state employees must submit (2) most recent performance appraisals for references to address below. When applying please include the posting #DF46535MAN. If faxing your application, please do not send the original, only (1) copy is needed.

DEPARTMENT OF CHILDREN AND FAMILIES
ATTENTION: BRENDA FOURNIER - HUMAN RESOURCES
364 WEST MIDDLE TURNPIKE
MANCHESTER, CT. 06040
Fax#: (860) 533-3766

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.