

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
Unit Supervisor
Full time (Monday through Friday)

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

Open To: On Exam list for Unit Supervisor
Location: New Britain Area Office - One Grove Street, New Britain, CT 06053
Job Posting No: TM46776NB6
Hours: 40 Hours Per Week
Salary: \$49,942.00 - \$64,819.00 (Annually) - Unit Supervisor

Closing Date: July 31, 2014 COB

Eligibility Requirement: Candidates applying at the level of Unit Supervisor 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. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Examples of Duty:

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.

Minimum Qualifications Required Knowledge, Skill and Ability: 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.

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

Special Experience:

Two (2) years of the General Experience must have involved a full range of general clerical duties as an Office Assistant, Interpreter Clerk or its equivalent.

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

Application Instructions: Please submit a letter of intent, resume, and State Application for Employment (CT-HR-12), to Tony Martelly at the address indicated, referencing position #TM46776NB6. Current State employees must also include last two performance appraisals. All other applicants please include three professional employment reference letters from current and/or previous supervisors.

DEPARTMENT OF CHILDREN AND FAMILIES
Tony Martelly
New Britain Office - Human Resources
One Grove Street, 4th Floor
New Britain, CT 06053
FAX: 860-707-1954

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.