

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY

LICENSE AND APPLICATIONS ANALYST

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

Open To: Current State of CT Employees (on the current exam list or lateral transfer)
Location: 450 Columbus Blvd, Hartford, CT
Division: Gaming Division-Casino Licensing

Job Posting No: 2234
Hours: 40 Hours / Week
Salary: AR 20 / \$56,932 - \$72,125 annual
Closing Date: March 27, 2017

Example of duties: Licensure, certification or permit functions of regulated entities using relevant regulated industry operations, practices and procedures pertaining to gaming activities in Connecticut; use of statistics to research, analyze and evaluate data and prepare comprehensive written reports; ability to interpret and apply laws, regulations and other written materials pertaining to entities regulated by department; analysis of all background checks for applicants; liaison between licensees and the Department for all permitting issues; respond to all inquiries from the public related to gaming permitting including handling walk in customers, configuration of online applications in the Department's E-Licensing or ACCESS systems; development, configuration and implementation of workflows in the E-License or ACCESS system and work experience with PDF and/or RTF documents.

The Preferred Candidate will have:

- 1) Knowledge of and ability to understand, interpret and apply laws, regulations and agency policies pertaining to entities regulated by the department; knowledge of relevant regulated industry operations, practices and procedures.
- 2) Demonstrated organizational skills – perform assignments independently.
- 3) Ability to research and analyze data and prepare comprehensive reports.
- 4) Demonstrated Interpersonal skills including oral and written communication skills.
- 5) Experience in administrative work involving public contact, or experience involving the regulation or administration of legalized gaming activities for a governmental regulatory agency or in a regulated industry.
- 6) Demonstrated experience with Microsoft office suite and other computer programs.
- 7) Eligible to obtain Connecticut Law Enforcement Communications Teleprocessing (COLLECT) certification.

Eligibility Requirement: Candidates must have applied for and passed the License and Applications Analyst 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.

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 which states their interest and suitability for the position, a resume, and an Application for Examination or Employment (Form CT-HR-12)- available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf

**Deborah Craig, Human Resources Specialist
Department of Administrative Services/SMART Unit
DO NOT HAND DELIVER**

Confidential Fax: (860) 622-4921 (preferred method of submission)

OR

Email to DAS.HR.SMART@ct.gov, MUST include LAA 2234 (last name) in subject line.

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

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Deborah Craig at 860-713-5313 or deborah.craig@ct.gov