

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
LOTTERY DRAWING OFFICER
GAMING SURVEILLANCE, ASSURANCE and ENFORCEMENT SECTION

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

Open To: The Public

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No's: 103560, 103651, 103562 and 103563

Hours: Part time / 19 hours per week

Salary: \$19.35 - \$25.82 / hour
NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM

Closing Date: January 4, 2013

Position Description: In the Department of Consumer Protection, this class is accountable for ensuring the integrity of televised lottery drawings. In the Department of Consumer Protection, this class is accountable for ensuring the integrity of televised lottery drawings.

Preferred Knowledge, Skills and Abilities: Working knowledge of physical security systems, techniques and procedures; knowledge of relevant agency policies and procedures; basic knowledge of lottery rules and regulations applicable to lottery drawings; interpersonal skills; oral and written communication skills; ability to apply good judgment and discretion; ability to utilize computer software.

EXPERIENCE AND TRAINING:

General Experience: One (1) year of experience in the enforcement of security regulations.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to possess and maintain a valid Motor Vehicle Operator's license.
2. Incumbents may be required to travel.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate will be made before persons are certified for appointment.

PHYSICAL REQUIREMENT: Incumbents must have general good health and retain sufficient visual and auditory acuity required to perform all the duties of the class.

CONDITIONS OF APPOINTMENT:

1. Permanent status cannot be attained while working in this classification.
2. Incumbents may not work more than 1040 hours, in a calendar year.

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 Employment to:

Carolyn Kozak, Human Resources Specialist
DAS / SmART-HR
165 Capitol Avenue, 5TH Floor-East
Hartford, CT 06106
Confidential Fax: (860) 622-4924 (preferred method)
Email: carolyn.kozak@ct.gov

Applications must be received by the closing date above. Incomplete application packages will not be considered. Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process. Please refrain from contacting us for these purposes.**

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.