

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
LOTTERY DRAWING OFFICER
GAMING DIVISION

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: 103562
Hours: Part time / 20 hours per week / 4 hour shifts
Salary: \$19.93 - \$26.60 / hour
NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM
Closing Date: March 14, 2014

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

Minimum Qualifications Required

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 judgment and discretion; ability to utilize computer software.

EXPERIENCE AND TRAINING:

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

Preferred Experience: Experience in monitoring and auditing procedures.

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.

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; three letters of professional reference from current and / or former supervisors and an Application for Examination or Employment (Form CT-HR-12- available at: http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf) . State employees must include copies of their last three (3) annual performance evaluations (must be current and consecutive) in lieu of references no later than the closing date to:

Linda Shackett-Blue, Human Resources
DAS / SmART-HR
165 Capitol Avenue, 5TH Floor-East
Hartford, CT 06106
Confidential Fax: (860) 622-2968 (preferred method)
Email: linda.shackett-blue@ct.gov

Applications must be received by the closing date above. Incomplete and/or late 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.**

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.