

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY

**SPECIAL INVESTIGATOR -\*\* (DURATIONAL)**

**Office of the Commissioner – Prevention Unit**

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

**Open To:** Candidates on the current exam list for Special Investigator  
**Location:** 410 Capitol Avenue, Hartford, CT 06106  
**Job Posting No:** OC23453  
**Schedule:** Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week. Late evenings required once per week and Saturdays required once per month.  
**Salary Range:** (AR 21) \$61,530.00 - \$ 77,704.00  
**Posting Date:** November 5, 2015 **Closing Date:** November 19, 2015

*\*\*This position is temporary. The temporary assignment is needed due to the absence of an employee. The position will end either when the person returns to work or sooner if there is no longer a need for the position. There is no guarantee of a permanent position. Benefits and leave accruals/holidays will be in accordance with bargaining unit contract language and Connecticut General Statutes.*

**Eligibility Requirement:**

Candidates must have applied for and passed the Special Investigator 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.**

**Duties include:** Duties include but are not limited to conducting checks with underage youth age 16 to 17 to assess extent to which the merchants sell tobacco products to these youth. Develop a schedule for conducting checks of tobacco merchants with minors and law enforcement personnel; Conduct merchant education and checks of tobacco vendors. Distribute required materials including brochures and pamphlets designed to inform merchants of laws and practices prohibiting underage tobacco use; Provide testimony in civil and criminal hearings; Attend professional development workshops, trainings, health fairs and other public awareness events; Assist in conducting data analysis as required; Respond to complaints and requests for information from merchants, the public, service providers and staff; Act as liaison between DMHAS and various local and statewide bodies; Other duties as assigned.

**Special Requirements:** Incumbent in this class is required to travel and must have a valid driver's license.

**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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

DMHAS/Office of the Commissioner  
Human Resources 4<sup>th</sup> Floor - 410 Capitol Avenue,  
Hartford, CT 06106  
Fax: (860) 418-6697  
[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@ct.gov)

**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. (P-5)