

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
CORRECTIONAL IDENTIFICATION AND RECORDS SPECIALIST 1 (3)**
Please follow the specific application filing instructions at the bottom of this page!

Open To: State Employees Only

Location: Hartford CC, York CI (Niantic), Bridgeport Parole

Hours: Monday - Friday
1st Shift –Bridgeport Parole
2nd Shift – Hartford CC
York CI

Salary: CL-18 \$47,074.00 - \$61,098.00

Closing Date: February 7, 2012

Job Posting No. 9949014

Eligibility Requirement:

Candidates must have applied for and passed the **Correctional Identification and Records Specialist 1 exam** and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class 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.

Minimum Qualifications Required Knowledge, Skill and Ability:

Considerable knowledge of large volume records management, methods and techniques; interpersonal skills; oral and written communication skills; basic skill in performing arithmetical computations; considerable ability to understand and interpret statutes and regulations pertaining to sentence calculation; ability to organize data for entry into computer based records system.

General Experience:

Four (4) years' clerical work experience.

Special Experience:

Two (2) years of the General Experience must have been in the maintenance, processing or control of inmate or criminal records or of an extensive record keeping system involving financial, health, inventory, legal, medical or other records.

Note:

The filling of this position will be in accordance with reemployment, transfer, promotion and merit employment rules. Department of Correction employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Current state employees who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf. Please indicate which of the above locations you would like to be considered for and submit your information to:

**Jim Faulkner, HR Specialist
Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-7615**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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