

CONNECTICUT DEPARTMENT OF CORRECTION JOB OPPORTUNITY

Correctional Identification and Records Specialist 1

Please follow the specific application filing instructions at the bottom of this page.

Open To: Candidates on the current exam list
Location: Hartford Correctional Center
Hours: Monday - Friday 2nd Shift (40 hour work week)
Salary: CL-18 (\$51,441 - \$66,764)
Position: 38871
Closing Date: November 25, 2016

Eligibility Requirement:

- Candidates must have applied for and passed the Correctional Identification and Records Specialist 1 examination 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, including current DOC or BOPP employees looking for a transfer opportunity.

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 database systems.

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.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Special Requirement:

Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

Note:

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

Candidates who meet the above requirements should mail the requested documents as follows;

1. Cover letter
2. Resume
3. Two most recent performance appraisals – State Employees
4. Application for Employment (Form [CT-HR-12](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf)) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf
5. State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf

**CT Department of Correction
Emily Kennedy, HR Assistant, Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109**

**Applications must be postmarked no later than the closing date indicated above.
Incomplete application packages will not be considered.**

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