

State of Connecticut
JOB POSTING

State of Connecticut
Department of Social Services
Job Opportunities

**CONNECTICUT CAREERS TRAINEE
TARGET CLASS ELIGIBILITY SERVICES WORKER
(Extended Closing Date)**

**NOTE: IF YOU HAVE PREVIOUSLY APPLIED FOR THESE POSITIONS,
PLEASE DO NOT RESPOND TO THIS ANNOUNCEMENT.**

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

Posting Date: April 23, 2012

Closing Date: May 3, 2012

The Department of Social Services is currently accepting applications to fill multiple Connecticut Careers Trainee/Eligibility Services Worker positions. The positions will be in various locations within the Agency.

Open To: The Public

**Position: Connecticut Careers Trainee (SH-15)
\$40,512.00 - \$51,535.00 Annually**

**Target Classification (after one year served as a CCT from date of
hire): Eligibility Services Worker (SH-19)
\$49,149.00 - \$61,628.00 Annually**

Bargaining Unit: Social & Human Services (P-2)

Locations: Listed Below

Job Posting No.: 33003

Northern Region

3580 Main Street, Hartford, CT
699 East Middle Turnpike, Manchester, CT
30 Christian Lane, New Britain, CT
676 Main Street, Willimantic, CT

Southern Region

194 Bassett Street, New Haven, CT
117 Main Street Ext., Middletown, CT
401 West Thames Street, Norwich, CT

Western Region

925 Housatonic Avenue, Bridgeport, CT
249 Thomaston Avenue, Waterbury, CT
342 Main Street, Danbury, CT
62 Commercial Boulevard, Torrington, CT

PLEASE SPECIFY ON THE CT-HR-12 WHICH LOCATION(S) YOU ARE APPLYING FOR

DUTIES AND RESPONSIBILITIES: In a department or institution receives training in introductory governmental work for development of skills and knowledge in field of public administration in order to qualify for advancement into agency professional positions; performs a variety of increasingly difficult duties as skills are acquired during course of training period; performs related duties as required.

Connecticut Careers Trainee/Eligibility Services Worker

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public.

EXPERIENCE AND TRAINING:

Connecticut Careers Trainee:

Possession of a Bachelor's or Master's Degree.

1. If the target job classification has a Substitution Allowed that requires the Bachelor's or Master's Degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Trainee Classification.
2. Candidates cannot be appointed until all degree requirements are complete.

Note: This position may be filled by candidates from the mandatory Re-employment and Sebac Lists, which we are obligated to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12) and attach a photocopy of your degree. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Department of Social Services
Human Resources Division
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY THURSDAY, MAY 3, 2012, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer