



**STATEWIDE PROMOTIONAL EXAMINATION**

**MATERIAL STORAGE SUPERVISOR 1**

<b>ANNUAL \$43,135</b>	<b>SALARY</b>	<b>APPLICATION CLOSING</b>	<b>EXAM</b>
<b>SALARY: \$56,013</b>	<b>GROUP: TC 16</b>	<b>DATE: SEPTEMBER 11, 2013</b>	<b>NO: 131010SPJR</b>

**PURPOSE OF CLASS:** This class is accountable for acting as a working supervisor in the operation of a large storeroom or a small warehouse; may supervise a major function of a very large warehouse in a large institution or agency (considering numbers supervised, inventory, and complexity).

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY SEPTEMBER 11, 2013 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Three years' experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed below.

**SPECIAL EXPERIENCE:** One year of the General Experience must have involved the full range of stores duties, including receiving, storing, issuing, inventorying, inspecting, etc. [Note: For State employees, the Special Experience will be interpreted at or above the level of Storekeeper.]

**SPECIAL REQUIREMENT:** The appointing authority may require possession of an appropriate current license or permit during employment in this class.

**PHYSICAL REQUIREMENTS:** Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

**WORKING CONDITIONS:** Incumbents may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** Knowledge of the principles and procedures of efficient warehousing and material handling; interpersonal skills; oral and written communication skills; some supervisory ability.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b>	<b><u>PART</u></b>	<b><u>WEIGHT</u></b>
<b>(Exam questions will cover KSA's listed above.)</b>	<b>WRITTEN</b>	<b>100%</b>

**THE EXAMINATION WILL BE HELD ON: WEDNESDAY, OCTOBER 23, 2013.**  
**(Reserve the day as the exam may be scheduled in the morning or afternoon)**

**APPLICATION PROCEDURE:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by September 11, 2013. **A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.state.ct.gov/employment>) or at any state agency.

*\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

**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, persons with disabilities and military veterans.