



EXAMINATION OPEN TO THE PUBLIC

MILITARY ADMINISTRATIVE OFFICER

ANNUAL \$57,534  
SALARY: \$73,803

SALARY  
GROUP: MP 57

APPLICATION CLOSING  
DATE: JANUARY 12, 2011

EXAM  
NO: 101450CFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In the Military Department, this class is accountable for supervising the administration of services for the Armed Forces in Connecticut.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **JANUARY 12, 2011**:

**GENERAL EXPERIENCE:** Two years of experience in a supervisory capacity in military administration as a commissioned or warrant officer.

**SPECIAL REQUIREMENT:** The appointing authority may require a security clearance by the federal government to handle classified material up to and including Top Secret.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of military organization procedures, including administrative, personnel, message center, and security regulations; knowledge of rules and regulations pertaining to state-controlled military forces; ability to prepare military orders and disseminate information through proper channels; interpersonal skills; oral and written communication skills; supervisory ability.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b>	<u><b>PART</b></u>	<u><b>WEIGHT</b></u>
	<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION PROCEDURE**

- APPLICANTS MUST SUBMIT:**
- (1) **Completed Application Form (CT-HR-12)**
  - (2) **Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the supplemental examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three), which you feel has best prepared you for the job of Military Administrative Officer, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Military Administrative Officer cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in Military Administration. Indicate your experience maintaining personnel policies, procedures and records for a military organization. Describe your experience recruiting, processing military inquiries, verifying personnel data, processing military claims, administering and processing a military payroll, transmitting personnel documents and records and disseminating information. Also, describe your experience accounting for income and expenditures, conducting inspection of weaponry, training and physical facilities. Detail your experience processing military retirements, managing a military records holding area, establishing administrative procedures for a military organization, maintaining computerized records and using personal computers and micrographics. Indicate the number of troops for which you provided administrative services and record maintenance, the type of computer system(s) you used and the types of equipment and funds for which you were responsible. (2) Supervisory and Management Experience. Detail your experience establishing directives for staff and ensuring that objectives and deadlines are met. Describe your experience scheduling and planning work assignments, establishing work priorities, providing counseling, and evaluating and disciplining staff. Indicate the number of staff you supervised (directly and indirectly). Include your experience developing policies and procedures and managing teams and projects. (3) Interpersonal/oral and Written Communication Experience. Describe the types, content, format and/or make-up of the records, summaries, correspondence and/or reports you have written concerning military procedures. Describe your experience dealing with civilians and military personnel on military related matters. Indicate any public speaking, presentation or formal training sessions that you have performed. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by January 12, 2011.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials 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. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by February 16, 2011.** (8) **A separate application/examination package 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.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

**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.