



**AGENCY PROMOTIONAL EXAMINATION**  
**DEPARTMENT OF CHILDREN AND FAMILIES**  
**OFFICE SUPERVISOR**

**ANNUAL \$55,836**  
**SALARY: \$73,487**

**SALARY**  
**GROUP: CL 22**

**APPLICATION CLOSING**  
**DATE: JUNE 29, 2012**

**EXAM**  
**NO: 121230APMB**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Children and Families, this class is accountable for independently performing a range of administrative office management and supervisory functions in the coordination of diverse office activities.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF CHILDREN AND FAMILIES** WHO BY **JUNE 29, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF CHILDREN AND FAMILIES**, AND THE FOLLOWING EXPERIENCE AND TRAINING\*:

**GENERAL EXPERIENCE:** Five years of general clerical experience.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been as lead or supervisory experience. [Note: For state employees lead or supervisory experience is interpreted at the level of Head Clerk.]

**SUBSTITUTIONS ALLOWED:** College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable interpersonal skills; considerable oral and written communication skills; skill in performing arithmetical computations; considerable supervisory ability; considerable ability to read, interpret and apply complex materials; ability to operate office equipment which includes personal computers and other automated equipment; ability to operate office suite software.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b><u>PART</u></b>	<b><u>WEIGHT</u></b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION INSTRUCTIONS:** 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, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by June 29, 2012. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. 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. **Examination scores will be mailed by August 23, 2012.**

**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 Department of Children and Families.

*\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous 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.