

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
PROCESSING TECHNICIAN

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

Open To: **Lateral transfers and candidates on a current examination list**

Location: Middletown

Job Posting No: 7321

Salary: \$45,360 - \$59,316

Closing Date: **Tuesday, November 18, 2014**
(Incomplete or late application packages will not be considered)

Eligibility Requirement: **Candidates must have applied for and passed the PROCESSING TECHNICIAN exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding this or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties: perform specialized tasks pertaining to public disclosure of reports; interpret and apply statutes and legal opinions pertaining to Freedom of Information disclosure; interpret and apply statutes regarding exemptions and exceptions to the release of non-disclosure documents; make decisions on report disclosure based on court adjudications and determine the application of appropriate statutory mandates as they relate to the release of a criminal report; determines and applies applicable state statute and/or regulation in preparing reports for disclosure; provide training to agency personnel, law enforcement personnel and others on issues pertaining to public disclosure of reports and statutory exemptions, as applicable; examine incoming reports for completeness and follow up on retrieving incomplete reports; coordinate and control electronic and paper records management systems to include tracking, locating and reporting to agency personnel, state agencies, municipal agencies, federal agencies and the general public; conduct audits of records to identify records retention requirements based in conjunction with approved State Library retention schedules; may provide testimony in court regarding official unit business records; complete daily financial audits of incoming revenue; act as liaisons with agency unit personnel as well as state, municipal and federal agencies; provide customer service via phone and in person; compose correspondence in response to public inquiries; Processing Technicians assigned to this unit must have considerable knowledge of relevant statutes; considerable ability to read, comprehend and apply statutes as they relate to the disclosure of reports in accordance with procedural guidelines; knowledge of agency policies and procedures; considerable knowledge of disposition research techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to review and accurately evaluate reports for disclosure; ability to utilize computer software; considerable knowledge of large volume records management; organize and coordinate workflow; articulate ideas and information clearly and effectively.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, [CT-HR/12](#) (State Application) & [CT-HR/13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **Tuesday, November 18, 2014, close of business** to:

The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457
Attn: Felicia M. Emanuel, Principal Human Resources Specialist
or
Fax: (860) 685 – 8356

Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer