



AGENCY PROMOTIONAL EXAMINATION

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
STATE POLICE SUPERVISING IDENTIFICATION TECHNICIAN**

ANNUAL \$50,115 SALARY APPLICATION CLOSING EXAM
SALARY: \$64,242 GROUP: ET 21 DATE: FEBRUARY 16, 2012 NO: 120250APMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Emergency Services and Public Protection, Division of State Police, this class is accountable for supervising the maintenance of the bureau's criminal and non-criminal master fingerprint files.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION** WHO BY **FEBRUARY 16, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION** AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Five years of experience in fingerprint identification and classification work with a law enforcement agency.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a lead capacity. [Note: For state employees lead capacity is defined at the level of State Police Identification Technician 2.]

SUBSTITUTION ALLOWED: Completion of a course and certification by a school recognized by the International Association for Identification may be substituted for one year of the General Experience.

CHARACTER REQUIREMENT: In addition to checking of references and of facts stated in the application a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

PHYSICAL REQUIREMENT: Candidates may be required to take a physical examination for appointment to this class. Applicants must have and retain sufficient visual acuity to perform the duties of the class.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of methods and procedures in field of identification and classification of fingerprints; considerable interpersonal skills; oral and written communication skills; considerable ability to solve difficult and complex identification and classification problems; considerable ability to prepare exhibits and present expert testimony in court; considerable ability to provide training and instruction to technicians on proper identification and classification techniques; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

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

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 and actual job duties. **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 February 16, 2012. 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 March 19, 2012.** 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://www.das.ct.gov/employment>) or at the Department of Emergency Services and Public Protection.

**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, and persons with disabilities.