



# EXAM ANNOUNCEMENT

## EXAMINATION OPEN TO THE PUBLIC

# STATE MARSHAL

**APPLICATION FILING DATES: MARCH 14, 2011 – APRIL 4, 2011, 4:00 p.m.**

**WRITTEN EXAMINATION DATE: WEDNESDAY, MAY 18, 2011**

**PURPOSE OF CLASS:** A State Marshal provides legal execution and service of civil process within counties in Connecticut. This work includes: (a) serving legal papers--e.g., subpoenas; writs, summons & complaints; legal notices; court orders; executions for liens or garnishments, attachments and summary process judgments for evictions and/or foreclosures; restraining orders; and tax warrants on specified persons in accordance with state statutes; (b) physically removing persons and property from residential or commercial property under court order; (c) collecting payments from defendants under an execution on liens, garnishments or tax warrants and making disbursements to attorneys/clients/town clerks; (d) conducting the sale or auction of property attached under court order and making disbursements of the proceeds to attorneys/clients.

**QUALIFICATIONS:** Candidates for State Marshal appointments must:

1. Be an elector (registered voter) in a town within a county where a vacancy for a State Marshal exists.
2. Speak, write and read the English language.
3. **Be at least 21 years of age by April 4, 2011.**
4. Possess a high school diploma or a General Equivalency Diploma (GED).
5. Be free from any physical, mental or emotional disorder that would prevent the person from performing the duties of a State Marshal.
6. Be of good moral character.
7. Have a current, valid Connecticut Motor Vehicle Operator's license.
8. Not be currently employed by the State of Connecticut (a state employee).
9. Pass the written examination and all other phases of the selection process and successfully complete all required training specified by the State Marshal Commission.

### **SPECIAL REQUIREMENT**

Persons appointed as a State Marshal will be required to obtain personal liability insurance (providing \$100,000 for damage to the person or property of one person and \$300,000 for damage to the person or property of more than one person), in accordance with Sec. 6-30a of the Connecticut General Statutes.

### **SALARY, BENEFITS and FEES**

**State Marshals are NOT State of Connecticut employees. They do NOT receive a salary and do NOT receive fringe benefits. State Marshals are independent (self-employed) contractors, and are compensated on a fee for service basis. For appointed State Marshals there is an annual administrative fee of \$750.00 paid to the State of Connecticut.**

**HOW TO APPLY FOR THIS EXAM:** Complete all sections of the special Application Package for the State Marshal examination. Copies of the State Marshal Application Package and this exam announcement can be obtained from the State Marshal Commission at 165 Capitol Avenue, Room 483 in Hartford or on the DAS Internet Site: <http://das.ct.gov/employment> Under Special Recruitment, click on the link for the State Marshal Application Package. All information requested in the application package must be completed. Your Application package must be sworn to as true and accurate, under oath before a notary public. Applications that are incomplete, not correctly notarized, arrive late, or are on incorrect forms will not be accepted. (The standard State of Connecticut CT-HR-12 application will not be accepted for this examination.) Mail or hand-deliver (faxed copies will not be accepted) your completed and notarized application package to the State Marshal Commission, 165 Capitol Avenue, Room 483., Hartford, CT 06106. **Applications must be received by the State Marshal Commission no later than 4:00 pm on April 4, 2011.**

### **SELECTION PROCESS**

The following elements may be part of the State Marshal selection process depending upon how far you advance through the process. Candidates will be required to successfully complete each step before being scheduled for steps that follow. More details about these elements will be made available if you are scheduled for them. Vacancies will be filled from the pool of candidates that successfully pass all phases of the selection process. Final appointments will be made at the discretion of the State Marshal Commission.

**Written Test** – multiple-choice questions covering: ability to read and understand complex written materials regarding service of process and execution; ability to prioritize and manage the serving of processes; oral communication and interpersonal skills; ability to solve mathematical problems related to monetary transactions; written communication skills. **The Written Test will be held on Wednesday, May 18, 2011. (Reserve the day as the exam may be scheduled in the morning or afternoon.) Applicants must receive a score of 80% or higher on the written test in order to be eligible to be considered further in the selection process.**

**Background Investigation** – fingerprinting and a review of an applicant's education, employment and criminal history, which will include contacting references and employers, and checking state and federal records.

**Selection Interview** – an interview of selected candidates conducted by members of the State Marshal Commission.

**Physical/mental examination** - applicants may be required to undergo a physical/mental examination.

**Training Program** – candidates must successfully complete a formal training program covering the legal execution and service of civil process in accordance with Section 6-38b (f) of the Connecticut General Statutes.