State of Connecticut
JOB POSTING

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY

STOREKEEPER

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

Open To:	The Public	**Location:**	Meriden
Job Posting No's:	103320 & 103321	**Hours:**	17.25 hours a week (no medical benefits) First Shift
Salary:	***** $17.73 - $22.56 an hour	**Closing Date:**	**Monday, November 5, 2012**

*** New hires to state employment start at the minimum of the above hourly range.**

This class is accountable for independently performing the full range of various stores duties, both manual and clerical, such as receiving, storing, issuing, inspecting, inventorying, and the like; may be in charge of a small storeroom or be a specialist in a phase of total stores operation.

Eligibility Requirement:
State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities:
Knowledge of the methods of requisitioning, handling, storing and issuing of materials and supplies; knowledge of safe and efficient warehousing practices; some interpersonal skills; some oral and written communication skills; ability to keep accurate stock records and inventories.

General Experience:
Two (2) years' experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed above.

Special Requirement:
Incumbents in this class may be required by the appointing authority to possess an appropriate current license or permit during employment in this class.

Physical Requirement:
Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

Working Conditions:
Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

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

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 their two most recent performance appraisals in lieu of references by ***Monday, November 5, 2012, close of business** to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356

*Incomplete or late application packages will not be considered. If faxing your packet; please do not mail the original. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

Interested candidates for employment at the Department of Emergency Services and 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