

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY

Unit Supervisor  
Careline Division

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

**Open To:** State Employees on exam list  
**Location:** Hartford, CT  
**Hours:** 40 (Monday - Friday: 8:00 AM to 5:00 PM with one (1) hour lunch)  
**Salary:** CL-18 (\$49,942.00 - 64,819.00 (Annually))  
**Closing Date:** February 23, 2015

The Department of Children and Families is currently recruiting for a Unit Supervisor within the Careline. The position will be located at 505 Hudson Street, Hartford, CT. This is a full time position 40 hours (Monday - Friday: 8:00 a.m. - 5:00 p.m. with one hour lunch).

**Eligibility Requirement:** Candidates must have applied for and passed the Unit Supervisor exam and be on a current certification list promulgated by the Department of Administrative Services for this classification at the time of appointment to this position. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer.

**Examples of Duties:** Determines priorities, assigns and reviews work; coordinates workflow; provides staff training and assistance; conducts performance evaluations; maintains office records; serves as liaison with other operating units, agencies, outside officials, etc.; handles counseling or disciplinary problems; develops work performance and procedural standards and guidelines; recommends staffing changes and assists in recruitment and selection of personnel; compiles data and prepares reports; develops and maintains filing systems, forms and office procedures; handles telephone and written inquiries for information and assistance; explains agency policy to staff and public; maintains inventory control; performs related duties as required.

**General Knowledge:** Considerable knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to schedule and prioritize workflow; considerable supervisory ability; ability to read, understand and apply a variety of materials; ability to perform arithmetic computations; ability to operate office equipment which includes personal computers or other electronic equipment; ability to operate office suite software.

**General Experience:** Four (4) years of general clerical experience.

**Special Experience:** Two (2) years of the General Experience must have involved a full range of general clerical duties as an Office Assistant, Interpreter Clerk or its equivalent.

**Preferred Experience:** Experience and knowledge of LINK. Experience and knowledge of Microsoft Office preferably Excel.

**Substitution Allowed:** College training may be substituted for the General Experience on the basis of 15 semester hours equalling six (6) months to a maximum of two (2) years.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) SUPERVISORY references (current state employees please provide last two Service Ratings in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting #TH110312CO. **Applications must be postmarked no later than the closing date indicated above. Incomplete application packages will not be considered. Due to the large volume of applications received we are unable to provide confirmation of receipt or status updates during the recruitment process.**

DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HUMAN RESOURCES, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106  
FAX: 860.550.6433

**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.