

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
UNIT SUPERVISOR

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: **Candidates on a current examination list.**

Location: Middletown

Job Posting No: 5448

Salary: *\$47,074.074 – \$61,098.00

Closing Date: Friday, August 3, 2012

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

Eligibility Requirement: **Candidates must have applied for and passed the UNIT SUPERVISOR exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title 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.**

Knowledge, Skills and Abilities:

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

Substitution Allowed:

College training may be substituted for the General Experience on the basis of 15 semester hours equaling 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 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 ***Friday, August 3, 2012, close of business** to:

The Department of Emergency Services & Public Protection

1111 Country Club Road, Middletown, CT 06457

Attn: Terry Vasile, Human Resources Specialist

Fax: (860) 685 – 8356

*Incomplete or late application packages will not be considered.

Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the original via mail.

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.