



EXAMINATION OPEN TO THE PUBLIC

YOUTH SERVICES ASSISTANT UNIT LEADER

**ANNUAL \$49,149
SALARY: \$61,628**

**SALARY
GROUP: SH 19**

**APPLICATION CLOSING
DATE: DECEMBER 7, 2012**

**EXAM
NO: 121940OCJR**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Children and Families, Connecticut Juvenile Training School, this class is accountable for the coordination of a shift on one or more assigned areas of residential living or program activity.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY DECEMBER 7, 2012:

GENERAL EXPERIENCE: Three years of experience working with youth with behavioral disturbances, emotional disturbances and/or developmental disabilities.

SPECIAL EXPERIENCE: Two years of the General Experience must have been providing custodial care and rehabilitative services to residents. [Note: For State employees, this is interpreted at the level of a Youth Services Officer.]

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of one year.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be required to physically restrain residents, may have some exposure to infectious and/or communicable diseases and may be exposed to some danger of injury from assaultive/abusive students.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles and practices of care, custody and rehabilitative guidance of delinquent youth; considerable knowledge of behavioral and emotional problems experienced by youth; considerable knowledge of policies, procedures and philosophies of Connecticut Juvenile Training School; considerable interpersonal skills; oral and written communication skills; ability to prepare reports; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

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

APPLICATION AND EXAMINATION PROCEDURE: 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, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **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 December 7, 2012. **A separate application form must be submitted for each exam you are applying for.** Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2875**). 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 January 23, 2013.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

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, persons with disabilities and military veterans.