

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Correctional Identification and Records Specialist 1

Please follow the specific application filing instructions at the bottom of this page!

Open To: State Employees Only

Location: Statewide

Hours: 1st and 2nd Shift, Monday - Friday

Salary: \$ 47,074.00 (Annually)

Closing Date: August 14, 2012

Minimum Qualifications Required Knowledge, Skill and Ability:

Considerable knowledge of large volume records management, methods and techniques; interpersonal skills; oral and written communication skills; basic skill in performing arithmetical computations; considerable ability to understand and interpret statutes and regulations pertaining to sentence calculation; ability to organize data for entry into computer based records system.

General Experience:

Four (4) years' clerical work experience.

Special Experience:

Two (2) years of the General Experience must have been in the maintenance, processing or control of inmate or criminal records or of an extensive record keeping system involving financial, health, inventory, legal, medical or other records.

Eligibility Requirement:

Candidates must have applied for and passed the Correctional Identification and Records Specialist 1 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 the class may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Interested and qualified candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf. Applicants who do not submit the required documentation will not be considered.

Working Conditions:

Incumbents in this class may be exposed to some risk of injury or assault by inmates.

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The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.