

**EMPLOYMENT OPPORTUNITY  
OPEN TO THE PUBLIC  
DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY  
Storekeeper**

**FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS ANNOUNCEMENT**

**Open To:** The Public  
**Job Posting No:** #00086169  
**Location:** 25 Sigourney Street, Hartford  
**Schedule:** Full Time, 37.5 hrs per week  
**Salary Group:** TC-12 \$34,698 - \$44,155 annually (\$17.73 - \$22.56 hourly)  
*New hires to state service start at the minimum salary*  
**Closing Date:** December 15, 2010

The Department of Emergency Management and Homeland Security is recruiting for a Storekeeper in its Finance & Administration Division located at the DEMHS Headquarters in Hartford. The incumbent will be responsible for independently performing a full range of various store duties, both manual and clerical, such as receiving, storing, issuing, inspecting and inventorying agency property, as well as property purchased by DEMHS and issued to municipalities. The incumbent will also be responsible for maintaining agency vehicle lists, including mileage and maintenance records.

**QUALIFICATIONS**

Applicants must have a minimum two (2) years experience in stock or warehouse work or be on the reemployment or SEBAC list for Storekeeper.

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

**APPLICATION INSTRUCTIONS**

In addition to meeting the above-stated eligibility requirements, candidates must submit a cover letter and a fully completed state employment application (Form CT-HR-12) to:

**Irena Baj Wright**  
**Human Resources Associate**  
**Small Agency Resource Team**  
**Department of Administrative Services**  
**165 Capitol Avenue, 5<sup>th</sup> Floor East**  
**Hartford, Connecticut 06106**  
**Fax: (860) 622-2843 or e-mail [irena.baj-wright@ct.gov](mailto:irena.baj-wright@ct.gov)**

**The entire application package must be received at the above address by close of business on December 15, 2010. We do not confirm receipt of applications.**

CT-HR-12 application forms are available from human resources units of state agencies; Labor Department Job Centers/CT Works Offices located throughout the state; and on the World Wide Web at:  
<http://das.ct.gov/employment>.

**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.