

CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
Correctional Identification and Records Specialist 2
Please follow the specific application filing instructions at the bottom of this page!

Open To: Agency Employees only
Location: Suffield, CT
Hours: Monday - Friday (40 hour work week)
Salary: CL-19 (\$50,838.00 - \$65,788.00)
Closing Date: Tuesday, March 11, 2014 at 4:00 p.m.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

Staff duties will include reviewing and confirming the accuracy of an inmate's time sheet, credits and discharge date, providing support, assistance and training to facilities in understanding RREC and time calculation; conducting site visits and audits and other Central Records duties that may include attending court and coordinating with other criminal justice agencies as needed. Approximately 60% of the duties will involve discharge, review and audit process

Considerable knowledge of large volume records management methods and techniques; considerable knowledge of statutes, legal decisions and opinions related to sentence time calculations; considerable interpersonal skills; considerable oral and written communication skills; ability to organize data for entry into database systems.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years' clerical work experience.

Special Experience:

One (1) year of the General Experience must have been as a Correctional Identification and Records Specialist 1.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENT:

Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

Eligibility Requirement:

Candidates must have applied for and passed the Correctional Identification and Records Specialist 2 exam and be on the current certification list promulgated by the Department of Administrative Services. Agency employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

Note:

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

Agency employees 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. Submit your information to:

Greg Bollaro HR Associate
CT Department of Correction
Gregory.Bollaro@ct.gov

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

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