

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Correctional Stores Supervisor

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

Open To: The Public
Location: Statewide
Shift: 1st Shift, Monday-Friday
Hours: 36.25 hours per week
Salary: \$42,789 - \$56,369 annually
Closing Date: February 18, 2014

Minimum Qualifications: Considerable knowledge of the principles and practices of handling and storing food, supplies and equipment; knowledge of stockkeeping and recording methods and procedures; interpersonal skill; oral communication skills; ability to audit stock accounts; ability to analyze requirements and requisition supplies for future use; ability to keep records and make reports; ability to instruct inmates; ability to work under stress and remain stable in pressure situations.

Preferred Experience: The preferred candidate will possess warehouse experience. Candidates should be familiar with loss prevention standards and have substantial experience in inventory control. Superior oral and written communication skills as well as computer skills are needed for this position. The ideal candidate will also have a strong background in customer service, especially as it relates to resolving customer issues. Able to drive a box truck with a GVWR under 26,000 lb.

Eligibility Requirement: Candidates must have applied for and passed the Correctional Stores 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 the class may apply for lateral transfer.

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: Qualified candidates who meet the above requirements need to submit a cover letter, 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

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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.

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