

DEPARTMENT OF CONSUMER PROTECTION  
JOB OPPORTUNITY  
Consumer Protection Gaming Regulation Supervisor  
GAMING DIVISION / LOTTERY SECTION

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list and Lateral Transfers (see eligibility requirement below).

**Location:** 165 Capitol Avenue, Hartford, CT

**Job Posting No:** 2213

**Hours:** 40 Hours / Week

**Salary:** AR 26 / \$71,988 - \$ 92,585 annual  
**NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM**

**Closing Date:** Tuesday, August 27, 2013

**Position Description:** Anticipated duties of this Consumer Protection Gaming Regulation Supervisor position within the Gaming Division / Lottery Section of the Department of Consumer protection include, but are not limited to; Schedule, assign, oversee and review the work of staff; provide staff training and assistance; conduct performance evaluations; determine priorities and plans work; establish and maintain procedures; develop or make recommendations on the development of policies and standards; act as liaison with other sections, divisions, agencies and outside officials regarding section policies and procedures; prepare reports and correspondence; review and evaluate reports involving rules violations, regulations, procedures, policies and statutes and makes recommendations; may provide testimony at contested case hearings as required; may investigate more serious public complaints and effects resolutions when possible; perform related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED / KNOWLEDGE SKILL AND ABILITY:** Knowledge of relevant agency policies and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of pari-mutuel industry and operations; knowledge of casino industry and operations; knowledge of charitable games organizations and operations; knowledge of lottery industry and operations; investigative ability; interpersonal skills; oral and written communication skills; ability to utilize computer software; supervisory ability.

**Preferred Skills:** Written and oral communication skills; experience supervising and scheduling staff; proficiency with Microsoft office products and the use of e-mail; experience in reviewing complex rules; organizational skills; and experience with contested cases.

**Eligibility Requirement:** Candidates must have applied for and passed the Consumer Protection Gaming Regulation Supervisor exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status 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.**

**Working Conditions:** Incumbents in this class may be exposed to some risk of injury from assaultive or abusive patrons.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter which states their interest and suitability for the position and whether they are on a current Consumer Protection Gaming Regulation Supervisor exam list or hold the title; a resume; copies of their last two (2) annual performance evaluations (must be current and consecutive) and an Application for Examination or Employment (Form CT-HR-12- available at: [http://das.ct.gov/HR/Forms/CT-HR12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf)) no later than the closing date to:

Linda Shackett-Blue, Human Resources  
DAS / SmART-HR  
165 Capitol Avenue, 5<sup>TH</sup> Floor-East  
Hartford, CT 06106  
Confidential Fax: (860) 622-2968(preferred method)  
Email: linda.shackett-blue@ct.gov

**Applications must be received by the closing date above. Incomplete application packages will not be considered.** Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**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.