



December 30, 2016

All job applications must be submitted via HR Online.
Paper applications will not be accepted.

Listed below are the steps to **enroll and apply** for positions in the HR Online system:

- Go to www.jud.ct.gov
- Select the Opportunities link on the lower left hand corner of the page.
- Select the Job Openings link.
- Select the HR Online link on the upper right hand corner of the page in order to create your user profile.
- If you are unable to complete your enrollment in one session, you may save your work and return to it at a later time. Please note that you must complete the first enrollment screen in its entirety in order to establish your HR Online account with your email address and password.
- Once your enrollment is complete, the Available Job Posting screen displays in HR Online.
- Once you have created your user profile, you may apply for postings from the available job listings on the HR Online homepage. Keep in mind that your user profile serves as your resume, therefore it is important to ensure that all information is accurate and complete.
- You may use your HR Online account information to apply for current and future job opportunities. Once you have applied for a position you will receive a confirmation email. If you do not receive the confirmation email, please contact HROnline.Access@jud.ct.gov for assistance.
- You may access and modify your HR Online information at any time.

DIVISION: SUPREME APPELLATE COURT

 APPOINTMENT X PROMOTION X RELOCATION

JOB TITLE: CHIEF ADMINISTRATIVE OFFICER – SUPREME APPELLATE COURT

This position is available to permanent, full-time Judicial Branch employees only.

OFFICE: SUPREME COURT **LOCATION:** HARTFORD

B.U.: 41 **S.G.:** 40

APPLICATIONS MUST BE RECEIVED BY: **JANUARY 17, 2017**

POSTING NUMBER: 16-0000-001