

November 20, 2015

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: ASSISTANT CLERK, APPELLATE

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

*Appointment placement is available to part-time employees and the temporary assistant clerks.

OFFICE: APPELLATE CLERK'S OFFICE **LOCATION:** HARTFORD

B.U.: 41 **S.G.:** 26

APPLICATIONS MUST BE RECEIVED BY: DECEMBER 7, 2015

POSTING NUMBER: 15-0000-004

Applicants must have membership in the Connecticut Bar.

DIVISION: SUPERIOR COURT OPERATIONS

 APPOINTMENT X PROMOTION X RELOCATION

JOB TITLE: SUPPORT ENFORCEMENT ASSISTANT

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

OFFICE: SUPPORT ENFORCEMENT SERVICES **LOCATION:** BRIDGEPORT

B.U.: 43 **S.G.:** 17

APPLICATIONS MUST BE RECEIVED BY: DECEMBER 7, 2015

POSTING NUMBER: 15-1000-034

DIVISION: COURT SUPPORT SERVICES DIVISION

 APPOINTMENT X PROMOTION X RELOCATION

JOB TITLE: ASSISTANT DIRECTOR OF PROGRAM AND STAFF DEVELOPMENT

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

OFFICE: JUVENILE MATTERS **LOCATION:** WETHERSFIELD

B.U.: 41 **S.G.:** 35

APPLICATIONS MUST BE RECEIVED BY: DECEMBER 7, 2015

POSTING NUMBER: 15-7000-046

This position will directly assist the Director of Juvenile and Family Services in all facets of programmatic development, implementation of legislation and operational oversight.

DIVISION: ADMINISTRATIVE SERVICES DIVISION

 APPOINTMENT X PROMOTION RELOCATION

JOB TITLE: FISCAL ADMINISTRATION SUPERVISOR / PAYROLL UNIT

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

OFFICE: FISCAL ADMINISTRATION **LOCATION:** HARTFORD

B.U.: 41 **S.G.:** 25

APPLICATIONS MUST BE RECEIVED BY: DECEMBER 7, 2015

POSTING NUMBER: 15-3000-017