

**DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE ASSISTANT**

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

**Open To:** Public - Applicants must have applied for and passed the **Fiscal Administrative Assistant** Examination 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.

**Position:** Fiscal Administrative Assistant

**Location:** Business Office, Wallingford, CT

**Job Posting No:** 015679

**Hours:** Full-Time (80 hours biweekly) 8:00 A.M.-4:30 P.M.

**Salary:** AR 19 \$52,593 - \$66,923 (New employees to state service start at the beginning of the range)

**Closing Date:** May 5, 2014

**Examples of Duties:** This position located in DDS South Region's Wallingford Regional Office, performs paraprofessional level work in fiscal and administrative activities for DDS South and West Regions as well as Southbury Training School. Duties include but are not limited to:

**Purchasing:** This position shall assist the Fiscal Administrative Officer in Purchasing. Independently performs purchasing of supplies, equipment and contractual services. Prepares and processes requisitions, including selecting sources of supply, preparing and revising specifications, and obtaining and evaluating formal written bids. Process purchase orders in CORE-CT, prepares requests for proposals and posts to the State Contracting Portal, purchases with assigned p-card in compliance with p-card regulations and reconciles to monthly p-card statement. Independently prepares renewal or new contracts based on awards; ensures that routine payments are in compliance with contract provisions. Position will work with vendors to resolve problems and perform account analyses; Performs related duties as assigned.

**Other:** Must assist with other business office duties as required. Must exercise good judgment at all times in applying state statutes, regulations, and fiscal policy and procedures to above duties; must be a self-starter and work independently, be flexible and willing to learn new methods and computerized processes, good working knowledge of personal computer programs, including Microsoft Excel and Word. Must have good inter-personal skills. Will work with business office staff, DDS group homes, families, private providers, DDS Central Office, State Auditors, and State Comptroller offices.

**Knowledge, Skills and Abilities:** Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

**General Experience:** Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

**Preferred Experience:** Preference will be given to applicants with demonstrated Core-CT and Microsoft Suite Software applications including: Word, Excel, Access, PowerPoint, Outlook.

**Special Requirements:**

1. Incumbent will be required to possess and maintain a valid Driver's license.

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

**Application Procedure for All Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

**Send application materials to:**

**Department of Developmental Services — South Region  
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492  
Attn: Recruiter**

**Email: [DDS.SR.Recruiting@ct.gov](mailto:DDS.SR.Recruiting@ct.gov) Phone: 203-294-5122 Fax: 860-920-3035**

**Application materials can be emailed, faxed, or mailed**

**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.