

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

**South Region**

**104 South Turnpike Road  
Wallingford, CT 06492**

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

**OPEN TO:** The Public  
**POSITION:** Payroll Clerk  
**POSITION #:** 098283  
**LOCATION:** Payroll Office, Wallingford (Possible move to Waterbury)  
**SCHEDULE:** Full Time-First Shift  
Monday-Friday 8:00 a.m.-4:30 p.m.  
**POSTING DATE:** May 20, 2011  
**CLOSING DATE:** May 31, 2011

**ELIGIBILITY REQUIREMENTS:** **Candidates must have applied for and passed the Payroll Clerk 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 may apply for lateral transfer.**

**EXAMPLES OF DUTIES**

The payroll clerk position will be responsible for reviewing the accuracy of a complex payroll utilizing the CORE system for approximately 1100 active employees in the region. This region functions on a 24/7 basis primarily using the 1199 Contract. The duties of the incumbent include checking time sheets for accuracy and completeness, contacting supervisors to verify time records, auditing input to the CORE system to insure correct salary payments and that all time of codes have been input including the correct use of FMLA codes, calculating salary adjustments, and retro payments, helping to maintain employee benefits and deductions, helping to provide information requested from the Retirement Div., responding to wage verification forms, sorting and distribution of paychecks and stubs, maintaining records and files for payroll, insures accuracy of employee leave balances, keeps abreast of collective bargaining contract requirements and restrictions, uses Excel to develop spreadsheets from CORE EPM reports, works on special projects, longevity updates, performs related duties as required.

**EXPERIENCE & TRAINING**

**General Experience:** Three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances.

**Special Experience:** One (1) year of the General Experience must have involved payroll preparation

**Substitution Allowed:** 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.  
2. One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

**Preferred Skills:** Computer skills

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

**TO APPLY:** Please submit a CT-HR-12 employment application which can be located at <http://das.ct.gov/employment>. Please reference the position number and provide a copy of your two (2) most recent performance appraisals or two letters of reference. All application materials must be received by 11:59pm on the closing date provided above.

**SEND APPLICATIONS TO:**

**Department of Developmental Services—South Region  
104 South Turnpike Road  
Wallingford, CT 06492  
Attn: Recruiter  
Phone: (203) 294-5123  
Fax: (203) 294-5160**

**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.