State of Connecticut
JOB POSTING

PAYROLL CLERK

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES WEST REGION
Rowland Government Center

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

POSTING DATE:	**November 11, 2011**	**CLOSING DATE:**	**November 21, 2011**
OPEN TO:	**Public**	**POSITION:**	**Payroll Clerk**
POSITION #:	**099892**	**LOCATION:**	**Rowland Government Center - Waterbury**
SALARY:	**$1,563.76/bi-weekly**		
SCHEDULE:	**1st Shift – Monday – Friday; 7:30 a.m. – 4:00 p.m.; RDO's Saturday, Sunday**		

HOURS PER PAY PERIOD: Full Time – 80 hours/bi-weekly

ELIGIBILITY REQUIREMENTS: **This is a competitive position. 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 in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.**

EXAMPLES OF DUTIES: Prepares biweekly regular, overtime, and supplemental payrolls: reviews employee timesheets for accuracy and completeness and posts hours worked to master payroll cards; reviews personnel and/or payroll change notices and posts changes and/or adjustments to master files, e.g. new hires, transfers, reclassifications, terminations, retirements, overpayments and/or underpayments, wage increases, deduction changes (health insurance, union dues and/or fees, credit union payments, charitable contributions, bond or sheltered tax annuity payments, group life insurance payments, etc.); calculates gross wages; notes deductions on worksheets and deduction summary sheets; prepares and balances prelists for Central Payroll (Office of State Comptroller), noting both salary and deduction data OR codes standard payroll action forms in conjunction with computerized payroll system; prepares and totals various deduction worksheets, e.g. Credit Union, Medical and/or Insurance Providers, etc.; prepares and submits summary sheets and transmittal certificates OR detailed analysis of expenditure reports and expenditure certificates to Central Payroll; verifies check register and printouts from Central Payroll against worksheets and records; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; prepares supplemental payrolls such as longevity payments, vacation pay, promotional adjustments, etc.; calculates and processes retroactive payments, collective bargaining increases and annual increments; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; verifies provider checks issued by Office of State Comptroller against own records; verifies providers' bills in same manner; keeps abreast of collective bargaining contract requirements and restrictions as related to payroll (dates for salary increases; overtime, shift differential and holiday pay restrictions, etc.); responds to employee inquiries regarding paychecks and payroll practices and procedures; maintains various records and files for payroll data and forms; may calculate workers compensation and/or retirement payments; performs related duties as required.

EXPERIENCE AND 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.

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

TO APPLY: Please send a resume and **CT-HR-12** including the position number and provide a copy of your most recent performance appraisal or two letters of reference **by 11:59pm on the closing date indicated above**. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

Send Applications to:

Department of Developmental Services - West Region
Rowland Government Center
55 West Main Street, 4th floor
Waterbury, CT 06702
Attention: Yolette Tappin
Fax: 203-574-8857
E-mail: Yolette Tappin@ct.gov

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.