



**OFFICE OF THE ATTORNEY GENERAL  
JOB OPPORTUNITY  
PAYROLL CLERK**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Exam List Candidates; State Employees with current/prior status as a Payroll Clerk

**Location:** Office of the Attorney General, 55 Elm Street, Hartford, CT 06106

**Job Posting No:** 00004688

**Hours:** 40 hours/week; 8:00 a.m. - 5:00 p.m.

**Salary:** Minimum \$46,721 annually (CL/16)

**Closing Date:** December 21<sup>st</sup>, 2015

**Eligibility Requirement:** 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 title OF Payroll Clerk or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Description of Duties:** Accurate and timely processing of the agency's biweekly payroll; review all timesheets for accuracy and input each into Core-CT; calculation and verification of monthly leave accrual process; processing of employee general deductions, automated deductions; tax withholdings, direct deposit transactions, schedules, and leave plans; coordination of all health and life benefits for agency employees, including benefits billing process; coordination of COBRA benefits for terminating employees and/or dependents; processing of all supplemental employee payments, such as longevity, annual increases, etc.; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; responds directly to employee inquiries regarding payroll- and/or benefits-related issues; acts as liaison to outside agencies and organizations, as well as to various state agencies, such as the Office of the Comptroller; creates and maintains confidential files.

**Knowledge, Skills and Abilities:** Knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures; knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations; ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which includes personal computer and other electronic equipment.

**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

**Special Requirement:** Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

**Preferred Candidates will Possess:** Significant knowledge of payroll practices, policies, and procedures; knowledge of health insurance administration; experience with the Core-CT HRMS System; arithmetic ability; superior organization, communication, and interpersonal skills.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and CT-HR-12 Application for Employment. Current State employees must also provide a copy of the last two performance appraisals. Please include the Job Posting Numbers above, and send all required information **postmarked by the closing date** to:

***Susan L. Cavanaugh, Manager of Human Resources  
Office of the Attorney General  
55 Elm Street  
Hartford, CT 06106***

***FAX: (860) 808-5375  
Email: [susan.cavanaugh@ct.gov](mailto:susan.cavanaugh@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.