



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 Number: 00004688

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

Salary: Minimum \$46,721 annually

Closing Date: August 26th, 2016

The Office of the Attorney General is currently recruiting for a full-time, permanent *Payroll Clerk* position. Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules, if applicable.

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 for this classification. State employees currently holding the title of Payroll Clerk or those who have previously attained permanent status in this class may apply for lateral transfer. **Applicants will not have an opportunity to take the Payroll Clerk examination prior to the above closing date in order 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 employee health and life benefits, including any benefits billing processes that may be required; coordination of COBRA benefits for terminating employees and/or dependents; processing of all supplemental employee payments, such as longevity, annual step 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 benefit-related issues; acts as liaison to outside agencies and organizations, as well as to various other state agencies, such as the Office of the Comptroller and the Office of the Treasurer; creates and maintains highly confidential files; performs related duties as required.

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 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.

Substitutions 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 requirements.

Preferred Candidates will Possess:

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

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

***Susan L. Cavanaugh, Director of Human Resources
Office of the Attorney General
55 Elm Street
Hartford, CT 06106
FAX: (860) 808-5375
Email: susan.cavanaugh@ct.gov***

The Office of the Attorney General is an Affirmative Action/Equal Opportunity employer and strongly encourages the applications of women, minorities, and persons with disabilities