

**Department of Labor  
EMPLOYMENT OPPORTUNITY  
ACCOUNTING CAREERS TRAINEE (AR 15)  
Business Management**

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

**Open To:** The Public  
**Location:** 200 Folly Brook Boulevard, Wethersfield, CT  
**Hours:** Full-time  
**Salary:** SCHEDULE OF STARTING SALARIES FOR ACCOUNTING CAREERS TRAINEE

Minimum Requirements	Hiring Rate	Completion of 1 Year of Training
Bachelor's degree with 15 semester hours in accounting	Step 3	Step 5
Bachelor's degree with 30 semester hours in accounting	Step 5	Step 7
Master's degree in a related field and 15 credits in accounting	Step 5	Step 7
Master's degree in a related field and 30 semester hours in accounting	Step 6	Step 7

**Closing Date:** 11/21/11 (Seven days from posting date)

**Job Posting No.:** 308

**Eligibility Requirement\*:** Possession of a Bachelor's degree in accounting or in a closely related business field with **at least** 15 semester hours in accounting.

**Duties:** Receives training in introductory accounting or auditing work for development of skills and knowledges in order to qualify for advancement into a professional agency accounting or auditing position; performs a variety of increasingly difficult duties as skills are acquired during course of training period; examines financial records of governmental or private businesses and accounting methods and procedures to assure compliance with statutes, regulations, guidelines or accepted accounting principles; may receive training in such areas as maintaining financial records and accounts, establishing financial statements and schedules and preparing budget estimates; performs related duties as required.

**Career Progression:** After successful and satisfactory completion of a two (2) year training period the individual will advance to Accountant (AR 23).

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

**Application Instructions:** You must follow these instructions exactly. Missing or incomplete applications will not be considered. Remember to sign and date your application on page 2 of the CT-HR-12. A typed signature is acceptable. Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a State of Connecticut Application for Examination or Employment (CT-HR-12), and the Connecticut Department of Labor Pre-Authorization and Release from (immediately follows this job announcement) which includes a statement regarding the Guide to The Code of Ethics for Public Officials and State Employees. Current Department of Labor employees are not required to complete the Labor Pre-Authorization and Release form. The CT-HR-12 can be downloaded from the DAS website at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf). In Section 2 of the CT-HR-12 Purpose of Application in the section entitled, "Position/Job Title" record, "ACT/308". Submit via mail to:

**DEPARTMENT OF LABOR  
Attn. Human Resources  
200 Folly Brook Boulevard  
Wethersfield, CT 06109  
FAX NUMBER: 860-263-6699**

If you are choosing to fax your application, it is not necessary to also send an original copy. **Due to the large number of recruitments we cannot confirm receipt of application materials.** Not all individuals who apply will be granted an interview.

\*You do not have to supply evidence of your degree (an official college/university transcript) with your application package. However, this information will be required before a bona fide offer can be made. **Therefore, you must have an official transcript sent directly to the address.** If your degree is from outside of the United States, you must submit certification from an accreditation agency. The accreditation services agency must certify that your degree equated to a bachelor's degree and the number of semester hours in accounting.

### **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.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening --Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number : (     ) \_\_\_\_\_

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed	Signature of Applicant
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As a candidate being considered for employment at the Department of Labor, I have received a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature