

**DIVISION OF CRIMINAL JUSTICE
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE SUPERVISOR**

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

Open To: CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER

Location: OFFICE OF THE CHIEF STATE'S ATTORNEY, 300 CORPORATE PLACE, ROCKY HILL, CT

Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m. with one hour for lunch

Salary: \$80,130 - \$106,239 Annually

Closing Date: September 24, 2014

The Division of Criminal Justice is currently recruiting for a Fiscal/Administrative Supervisor. The person selected for this position will serve as the assistant to the DCJ Director of Financial Services over the entire range of functions and staff.

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of public administration with special reference to government budget management and governmental accounting; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; knowledge of business law as it applies to purchasing contracts and sales; knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to prepare and analyze financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management including the CORE-CT Financial, Asset Management, HR and EPM modules; supervisory ability.

General Experience: Eight (8) years of professional experience in a combination of fiscal/administrative functions (e.g., budgeting, accounting, payroll, purchasing) at least one (1) of which must be an accounting or budgeting function.

Special Experience: Two (2) years of the General Experience must have been at the equivalent of the professional working level of Fiscal/Administrative Officer or Accountant.

Substitution Allowed: 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 four (4) years for a Bachelor's degree. A Master's degree in public administration, business administration or accounting may be substituted for one (1) additional year of the General Experience.

Character Requirement: The successful candidate will be required to undergo an extensive background investigation prior to employment.

Application Instructions: Division of Criminal Justice application forms must be completed by all applicants. These forms may be downloaded from the Division web site at www.ct.gov/csao. Please send application forms along with resumes and a cover letter outlining your qualifications to: John J. Russotto, Deputy Chief State's Attorney, Office of the Chief State's Attorney, 300 Corporate Place, Rocky Hill, CT 06067, Attn: Fiscal/Administrative Supervisor. In addition, candidates should submit three (3) letters from current professional references. Candidates with current state service are required to submit their last two (2) service ratings and copies of their attendance records for 2012 and 2013. Application packages must be postmarked by **September 24, 2014**. Applications received by e-mail or facsimile will not be accepted.

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.