

DEPARTMENT OF ADMINISTRATIVE SERVICES  
JOB OPPORTUNITY  
FISCAL/ADMINISTRATIVE ASSISTANT  
FISCAL DIVISION

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

**Open To:** Candidates on a current examination list.  
**Location:** 165 Capitol Avenue, Hartford, CT 06106  
**Job Posting No:** 00106815  
**Hours:** 80 hours biweekly  
**Salary:** \$52,593 to \$66,923 New Hires to State Service will start at the minimum of \$52,593  
**Closing Date:** January 27, 2014

**Eligibility Requirement:** Candidates must have applied for and passed the Fiscal/Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status 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.**

This position will be providing fiscal assistance within the Telecomm Unit.

**Knowledge, Skills and Abilities:** Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices, basic interpersonal skills; oral and written communication skills, ability in arithmetic computations, ability to utilize EDP systems for financial management.

**Preferred Skills:** Arithmetic Computations, Microsoft Excel; CORE-CT or PeopleSoft, Attention to Detail, Documentation skill, Oral and Written Communication 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, a resume, a State of Connecticut Application form for Examination and Employment (CT-HR-12) and your last 2 performance evaluations if you are a State Employee to:

DEPARTMENT OF ADMINISTRATIVE SERVICES  
165 CAPITOL AVENUE, 5<sup>TH</sup> FLOOR EAST  
HARTFORD, CT 06106  
ATTN: EILEEN MORIN  
FAX: 860-622-2834 or email to: eileen.morin@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.