

**DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE ASSISTANT  
ELLIS TECHNICAL HIGH SCHOOL**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE**

**Open To:** See Eligibility Requirement

**Location:** 613 Upper Maple Street, Danielson, CT 06239

**Hours:** 7:30 a.m. – 4:00 p.m.

**Salary:** \$52,593 - \$66,923

**Closing Date:** December 4, 2013

**Posting #:** 58337

**ELIGIBILITY REQUIREMENT:**

Candidates must have applied 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.

Note: \*New hires to state employment start at the minimum of the above salary range.

**EXAMPLE OF DUTIES:**

Performs paraprofessional level work in fiscal and administrative activities; independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts; independently accountable for an accounts receivable or accounts payable process including varied and complex procedures and activities; prepares simple financial statements and assists in preparation of complex financial statements; calculates rates involving complex arithmetical formulas; gathers and consolidates payroll and expenditure data for budget preparation; ensures that expenditures plus encumbrances are within appropriation limits; reviews routine expenditures for compliance with itemized budgets; utilizes EDP systems for financial records and reports; independently performs purchasing functions including preparing and processing purchase orders and requisitions, authorizing routine purchase orders, and preparing requests for proposals; independently prepares renewal or new contracts based on awards; ensures that routine payments are in compliance with contract provisions; may perform routine agency human resources functions; performs related duties as required.

**QUALIFICATIONS:**

**Knowledge, Skill and Ability:**

Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

**MINIMUM EXPERIENCE AND TRAINING REQUIRED:**

**General Experience:**

Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

**Note:** Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk. Descriptions of these fiscal/administrative functions are attached

**Substitutions Allowed:**

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

**PREFERRED EXPERIENCE:**

- Possess written communication, customer service and organizational skills;
- Experience in Microsoft Office Programs including Word and Excel;
- Experience using Core-CT modules, including A/P, Purchasing, A/R, HR and asset management; and
- Experience in inventory control, recording, monitoring and distributing equipment/supplies to multiple end users.

**Application Procedure:**

*All required documents must be received by close of business on the closing date to be considered for interview.* Interested candidates should submit a letter of application and resume with details of experience and training, three (3) current professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to:

**Ellis Technical High School**  
**613 Upper Maple Street**  
**Danielson, CT 06239**  
**ATTN: Michael Fitzpatrick, Business Manager**  
**TEL: (860) 412-7500**  
**FAX: (860) 779-2565**  
**E-MAIL: [michael.fitzpatrick@ct.gov](mailto:michael.fitzpatrick@ct.gov)**

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2101  
[Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov)  
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty  
Education Consultant  
Connecticut Technical High School System  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2220  
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921  
617-289-0111  
fax number 617-289-0150  
TTY/TDD 877-521-2172  
(Matters related to race, color, national origin, age, sex and/or disability)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**