

**DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)
ANTICIPATED JOB OPPORTUNITY
CONNECTICUT CAREERS TRAINEE (Target Class: Reimbursement Analyst)
COLLECTION SERVICES**

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

Open To: The Public
Location: DAS/Collection Services, 165 Capitol Avenue, Hartford, CT 06106
Job Posting No: 3355/3484
Hours: Full-Time (40 hrs/week)
Salary: Bachelor's Degree Master's Degree
\$42,090 (AR15/01) \$43,611 (AR15/02)
Closing Date: DECEMBER 23, 2011

Eligibility Requirement: Possession of a Bachelor's or Master's Degree.

Knowledge, Skills and Abilities:

Oral and written communication skills; ability to acquire knowledge and skills required for the target classification (Reimbursement Analyst); ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and the general public.

Examples of Duties:

As a Connecticut Careers Trainee, you will receive training for advancement into a professional level position after a one (1) or two (2) year training program. You will acquire the knowledge of state and federal laws, statutes, and regulations pertaining to reimbursement; the knowledge of court procedures and preparation of legal claims; the knowledge of personal financial practices and financial accounting; considerable interpersonal skills including oral and written communication; considerable skill in securing and preparing evidence, problem solving, and research/preparation of detailed technical reports; the ability to perform related duties as required.

Special Requirement:

The incumbent will be required to travel and do field work. Assignments may be rotational within the Collection Services unit.

Application Instructions:

Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed State CT-HR12 Application, college transcripts, proof of degree, and resume (optional) to:

Susan Turko, HR Associate
Department of Administrative Services/Human Resources
165 Capitol Avenue, 5th Floor East
Hartford, CT 06106

OR

FAX to: 860-622-2835
EMAIL: susan.turko@ct.gov

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 12/23/2011 WILL NOT BE CONSIDERED.

In accordance with State procedures, candidates appearing on Reemployment/SEBAC lists will be given first preference.

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.