

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
CONNECTICUT CAREERS TRAINEE
(Fiscal Administrative Officer is the Target Class)**

OPEN TO: The Public
LOCATION: Middletown
JOB POSTING NO: 6768
CLOSING DATE: **Monday, November 5, 2012**

The Department of Emergency Services and Public Protection is recruiting to fill one (1) Connecticut Careers Trainee position with the Fiscal Administrative Officer as the target class.

CONNECTICUT CAREERS TRAINEE (AR-15): \$42,090.00 - \$54,328.00

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

EXPERIENCE AND TRAINING:

Possession of a Bachelor's or Master's degree.

Preferred degrees: Business Administration, Accounting & Financing

NOTE:

1. Candidates cannot be appointed until all degree requirements are complete.

LENGTH OF TARGET CLASS

EXPERIENCE AND TRAINING

Six (6) Years

LENGTH OF TRAINING PERIOD

Two (2) Years

If a candidate has a Master's Degree that is an Allowed Substitution for the target classification the training program may be reduced by one (1) year.

All appointments to this class shall be under terms of a training program and in accordance with a time schedule approved by the Commissioner of Administrative Services. All training plans must be approved by the Department of Administrative Services prior to appointment to this class.

1. Incumbents in this class will be eligible for promotion without further competitive examination upon successful completion of the training program
2. Incumbents in this class who meet the qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion to the target class.

State of Connecticut
JOB POSTING

APPLICATION INSTRUCTIONS:

Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Monday, November 5, 2012, close of business** to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 - 8356

*Incomplete or late application packages will not be considered. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the original via mail, duplicates not necessary.

Interested candidates for employment at the Department of Emergency Services and Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

This position will be filled in accordance with reemployment, SEBAC, transfer, and promotional rules.

The State of Connecticut is an Affirmative Action/Equal Employment Opportunity Employer