

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY  
Fiscal/Administrative Assistant**

**Open To:** Department of Correction Employees Only on the Current Exam List  
**Location:** Central Office/Asset Management, Wethersfield, CT  
**Hours:** 40.00 Hours a week, Monday - Friday  
**Salary:** AR-19 \$54,171 - \$68,931 Annually  
**Position:** 036164  
**Closing Date:** May 19, 2015

**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 can be found on the Dept. of Administrative Services web site.

**Substitutions Allowed:**

1. 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.
2. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

**Preferred Experience:** Preference will be given to candidates who have considerable knowledge of CORE-CT, Asset Management, Inventory and EPM modules; proficient in using Microsoft Word and Excel; excellent written, oral, interpersonal and organizational skills; ability to work independently; able to adapt to changing work priorities and compressed deadlines; possession of a valid driver's license for possible travel throughout the state.

**Working Conditions:** Candidates may be required to lift moderate to heavy objects; may have extensive inmate contact in correctional facilities; may be required to work in unclean settings for physical inventory purposes in order to be able to perform the duties of this position.

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

**Note:** The filling of this position will be in accordance with reemployment, transfer, promotion and merit employment rules. Department of Correction employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**Application Instructions:**

Qualified candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf) and State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf) . Please submit your information to:

**Erica Soto, Human Resources Associate  
Department of Correction, Human Resources Unit  
24 Wolcott Hill Road  
Wethersfield, CT 06109**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.