

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Payroll Officer 1

Please follow the specific application filling instructions at the bottom of this page!

Open To: Candidates on the current exam list or lateral transfers

Location: Central Office, Payroll Unit, Wethersfield, CT

Hours: 40 Hours per week, 1st Shift, Monday - Friday

Salary: \$61,530 - \$77,704 (Annually)

Closing Date: November 17, 2015

General Experience: Five (5) years of experience in complex clerical work in accounting or payroll.

Special Experience: Two (2) years of the General Experience must have had payroll preparation as the principal responsibility at the level of Payroll Clerk.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Preferred Experience: Candidates must have experience in Payroll module of CORE-CT. Preference will be given to candidates with previous supervisory experience.

Eligibility Requirement: Candidates must have applied for and passed the Payroll Officer 1 exam 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, SEBAC, transfer, promotion and merit employment rules. State employee 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, your last two (2) Performance Evaluations, 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 and a 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

Please mail your information to:

**Diane Lester, PHRS
Department of Correction
Payroll 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.

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