

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

Open To: The Public
Location/Shift: 24 Wolcott Hill Rd, Wethersfield, CT, Central Office, 1st Monday – Friday
Hours: 40 Hours per week
Salary: AR-19 \$52,593 - \$66,923 Annually
Closing Date: March 18, 2014

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.

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:

A working understanding of Microsoft Office is preferred, with excellent knowledge of Excel. Good oral and written skills, along with customer service experience is preferred.

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. Please submit your information to:

**Erica Soto, Human Resources Associate
Department of Correction
Human Resources Unit
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-6866**

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