State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

FISCAL/ADMINISTRATIVE OFFICER

ANNUAL SALARY: $58,685 $73,656	SALARY GROUP: AR 23	APPLICATION CLOSING DATE: SEE BELOW	EXAM NO: 070840CRMB

(REANNOUNCED WITH TEST DATE FOR 2011)

PURPOSE OF CLASS: In a state agency, facility or institution this class is accountable for independently performing a full range of tasks in professional level fiscal and administrative functions.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Six years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

SPECIAL EXPERIENCE: Two years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. [Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.]

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in public administration, business administration or accounting may be substituted for one year of the Special Experience. (3) For state employees two years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience. (4) For state employees two years as a Purchasing Assistant may be substituted for the General and Special Experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): 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; some knowledge of human resources and payroll practices and procedures; some knowledge of purchasing principles 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.

THE EXAMINATION WILL BE COMPOSED OF: (Exam questions will cover KSA's listed above.)	PART	WEIGHT
	WRITTEN	100%

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Applications must be date stamped by DAS/Human Resources or postmarked by **February 10, 2011 for the March 24, 2011 test date.** Reserve the day as the exam may be scheduled in the morning or afternoon. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2840)**. If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services ((**http://das.ct.gov/employment**) or at the Offices of the Connecticut State Job Centers.

NOTE: The list resulting from this exam will be used to fill confidential positions in this title in salary group MP 57. Incumbents must be responsible for human resource functions in addition to other fiscal and administrative functions, one of which must be an accounting or budgeting function.

(revised January 24, 2011)

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.