State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT STATEWIDE PROMOTIONAL EXAMINATION

FISCAL/ADMINISTRATIVE ASSISTANT

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$52,593 – $66,923	AR 19	SEE BELOW	062570SCJR

(REISSUED WITH TEST DATE FOR 2013)

PURPOSE OF CLASS: In a state agency, facility, or institution this class is accountable for performing a combination of basic paraprofessional work, and highly complex clerical work in fiscal and administrative functions.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Four 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.]

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

SPECIAL REQUIREMENT: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (G.E.D.) certification by the time of permanent appointment.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures, and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; 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 **OCTOBER 31, 2013 for the DECEMBER 11, 2013 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. Keep a copy of your completed application package and fax transmittal receipt for your records. 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) and at any state agency.

**Employees in the unclassified service may be eligible to participate in the promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

(revised October 15, 2013)

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, persons with disabilities and military veterans.