



**CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC
PAYROLL CLERK**

ANNUAL \$40,814 SALARY: **\$53,525** **SALARY GROUP:** **CL 15** **APPLICATION CLOSING DATE:** **SEE BELOW** **EXAM NO:** **030100CRFD**

(REISSUED WITH TEST DATE FOR 2012)

PURPOSE OF CLASS: In a state agency this class is accountable for preparing and maintaining biweekly regular, overtime and supplemental payrolls for an assigned group of employees and performing various payroll support activities.

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:

GENERAL EXPERIENCE: Three years of experience in bookkeeping, accounts payable or clerical work involving finances.

SPECIAL EXPERIENCE: One year of the General Experience must have involved payroll preparation. (Payroll preparation must have been the primary focus of the job and must have included the preparation, calculation and maintenance of payrolls for an assigned group of employees. Experience limited to the preparation of time sheets does not meet this Special Experience.)

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 Financial Clerk performing payroll duties may be substituted for the General and Special 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 (GED) certification by the time of permanent appointment.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u> WRITTEN	<u>WEIGHT</u> 100%
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THE EXAMINATION WILL COVER THE FOLLOWING AREAS: Knowledge of and ability to apply general payroll concepts and terminology; ability to apply payroll-related mathematical concepts and procedures; general clerical skills such as proofreading and filing; ability to read, understand and apply written materials such as contract guidelines and other types of directives; interpersonal skills.

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 JULY 9, 2012 for the SEPTEMBER 5, 2012 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, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. 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 the Offices of the Connecticut State Job Centers.

(revised June 20, 2012)

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.