

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY**

**Financial Clerk(s)**

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

**Open To:** Candidates on current exam list

**Location:** Central Office, Wethersfield, CT

**Hours:** 40 Hours per week, 1<sup>st</sup> Shift, Monday - Friday

**Salary:** CL-12, \$35,569.00 (Annually)

**Closing Date:** April 25, 2013

**Minimum Qualifications Required:** Knowledge of basic bookkeeping, accounting and financial record keeping procedures; some knowledge of payroll procedures, financial terminology, statements and budget preparations; skill in performing arithmetical computations; basic interpersonal skills; ability to perform general clerical tasks; ability to operate a variety of office equipment which may include word processors, computer terminals, typewriters, calculating machines, cash registers and check writing machines.

**Preferred Experience:** Multiple vacancies in the following areas: Accounting/Budget Unit – knowledge in bookkeeping and cash handling experience. Asset Management – experience in equipment inventory. Purchasing/Accounts Payable – experience in Purchasing and Accounts Payable. Inmate Trust – experiences with banking and customer service. Standard and Development – Working experience with Excel and Access.

**Eligibility Requirement:** Candidates must have applied for and passed the Financial Clerk 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.

**General Experience:** Two (2) years' clerical experience in accounting, financial record keeping or bookkeeping.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State 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 should 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://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)

**Cathy Downey, Human Resources Specialist  
Department of Correction  
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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