

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION
JOB OPPORTUNITY
PAYROLL CLERK
REPOSTED-PREVIOUS APPLICANTS FOR 019190 NEED NOT RE-APPLY

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list
Location: East Hartford
Job Posting No: 00019190
Hours: Monday through Friday 8a – 4:30p; RDO's Saturday and Sunday
Salary: \$40,814.00- \$53,525.00
Closing Date: March 26, 2012

Eligibility Requirement: Candidates must have applied for and passed the Payroll Clerk exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures; knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations; ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which includes personal computer and other electronic equipment.

General Experience: Three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances.

Special Experience: One (1) year of the General Experience must have involved payroll preparation.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years. One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit copies of last two performance appraisals and an Application for Employment (CT-HR-12), including the position number to:

Department of Developmental Services — North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer, Human Resources
Fax: (860) 622-4967

All application materials must be received by close of business on the closing date indicated above.

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.