

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

PAYROLL CLERK (THREE-SHIFT OPERATIONS)

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

Open To: Candidates on a current examination list or Lateral Transfers
Location: Hartford, CT
Posting No. BM42950CO
Hours: 40
Salary: \$46,191 - \$60,197
Closing Date: February 25, 2014

Eligibility: Candidates must have passed the Payroll Clerk examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Payroll Clerk, or have attained permanent status in either class since their most recent hire date.

Position Description: The Department of Children and Families has a vacancy for one full-time (40 hours) Payroll Clerk (three shift operations) position.

General Experience: Four (4) years of experience in accounts payable, bookkeeping, payroll preparation or clerical work involving finances.

Special Experience: One (1) year of the General Experience must be as a State of Connecticut Payroll Clerk (class code 6157).

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

Please note: The filling of this position shall be in keeping with established reemployment and SEBAC employment obligations.

Interested candidates may fax or mail a state application (CT-HR-12), resume, letter of intent, (for state employees) two most recent performance appraisals all others must submit three (3) letters of SUPERVISORY references to 860-550-6433. Please reference Job Posting No. BM42950CO on application material.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attn: Taneisha Hancel
FAX: 860.550-6433

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.