

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY

PAYROLL CLERK

**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  
**Hours:** 40  
**Salary:** \$42,039 - \$55,131  
**Closing Date:** December 6, 2013

**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 position. This position will be responsible for auditing the payroll for three area offices. Duties include editing of the data entry function, verification of employee's on Worker's Comp and employees "Off the Payroll". Ensuring that proper coding is in place to provide accurate pay and leave accrual processing. Maintenance of payroll which consists of employee deduction changes such as taxes, credit union, union dues, direct deposit, salary changes due to promotions, AI's, colas, etc. Processing employee resignations and transfers.

**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.

**Substitutions Allowed:** (1) 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. (2) One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 (State Application), resume, letter of intent and three (3) letters of supervisory references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references to the address below.

DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HUMAN RESOURCES, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106

**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.