

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

PAYROLL OFFICER 1

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: \$57,997 - \$73,242
Closing Date: December 6, 2013

Eligibility: Candidates must have passed the Payroll Officer 1 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 Officer 1, 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 Officer 1 position. This position will be responsible for working as a liaison with the FMLA unit, the Worker's Compensation unit and serve as back-up for the Medical Benefits Specialist. This position will also be responsible for auditing of payrolls to include checking of timesheets, accruals & maintenance and will assist with the supervision of operations and covering of staff in the absence of Payroll Officer II.

General Experience: Five (5) years of experience in complex clerical work in accounting or payroll.

Special Experience: Two (2) years of the General Experience must have had payroll preparation as the principal responsibility at the level of Payroll Clerk.

Substitutions 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.

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, 8TH 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.