



DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION  
JOB OPPORTUNITY  
**FINANCIAL CLERK**  
BUSINESS OFFICE - EAST HARTFORD

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

**Open To:** Lateral transfers, candidates on exam list for Financial Clerk

**Location:** Business Office, East Hartford

**Job Posting No:** 00020105

**Hours:** Monday - Friday; 8:00am-4:30pm; RDO Saturday and Sunday

**Salary:** \$36,637-\$46,654 annually for Financial Clerk CL-12 \*  
\*New hires start at minimum

**Closing Date:** June 30, 2014

**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 any of the above titles 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.**

**Examples of Duties:**

Duties consistent with the Financial Clerk job specification. May have responsibilities in the following areas: maintain Consumer Fund and Trustee Fund bookkeeping and other financial records; handle money and checks; process payments, assists in preparing financial statements, balances and reconciles accounts; may prepare reports; Enter vehicle mileage log information into spreadsheets; Performs various clerical functions such as processing mail and filing. Proficient with Quickbooks and Excel. Performs related duties as assigned.

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

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:**

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**Preferred method of application is via fax to 860-622-4967**

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

Department of Developmental Services — North Region

155 Founders Plaza, 255 Pitkin Street

East Hartford, CT 06108

Attn: Carol Pfeifer

Email: [carol.pfeifer@ct.gov](mailto:carol.pfeifer@ct.gov) Phone: 860-263-2618 Fax: 860-622-4967

Application materials can be mailed, faxed, or emailed.

**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.