

DEPARTMENT OF DEVELOPMENTAL SERVICES – SOUTH REGION
JOB OPPORTUNITY
PAYROLL CLERK (THREE-SHIFT OPERATIONS) (MAY UNDERFILL AS A PAYROLL CLERK)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Public - Applicants must have applied for and passed the **Payroll Clerk** 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.

Position: Payroll Clerk (Three-Shift Operations) (May Under Fill as a Payroll Clerk)

Location: Human Resources, Wallingford, CT

Job Posting No: 085993

Hours: Full-Time (80hrs biweekly) Monday thru Friday 8:30-5:00

Salary: Payroll Clerk (Three-Shift Operations) - CL 17 \$49,005 - \$63,864
Payroll Clerk - CL 16 \$46,721 - \$61,096

Closing Date: January 18, 2016

Examples of Duties: Prepares biweekly regular, overtime, and supplemental payrolls: reviews employee time cards and/or timesheets for accuracy and completeness and posts hours worked to master payroll cards; reviews personnel and/or payroll change notices and posts changes and/or adjustments to master files, e.g. new hires, transfers, reclassifications, terminations, retirements, overpayments and/or underpayments, wage increases, deduction changes (health insurance, union dues and/or fees, credit union payments, charitable contributions, bond or sheltered tax annuity payments, group life insurance payments, etc.); calculates gross wages; notes deductions on worksheets and deduction summary sheets; prepares and balances prelists for Central Payroll (Office of State Comptroller), noting both salary and deduction data OR codes standard payroll action forms in conjunction with computerized payroll system; prepares and totals various deduction worksheets, e.g. Credit Union, Medical and/or Insurance Providers, etc.; prepares and submits summary sheets and transmittal certificates OR detailed analysis of expenditure reports and expenditure certificates to Central Payroll; verifies check register and printouts from Central Payroll against worksheets and records; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; prepares supplemental payrolls such as longevity payments, vacation pay, promotional adjustments, etc.; calculates and processes retroactive payments, collective bargaining increases and annual increments; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; verifies provider checks issued by Office of State Comptroller against own records; verifies providers' bills in same manner; keeps abreast of collective bargaining contract requirements and restrictions as related to payroll (dates for salary increases; overtime, shift differential and holiday pay restrictions, etc.); responds to employee inquiries regarding paychecks and payroll practices and procedures; maintains various records and files for payroll data and forms; may calculate workers' compensation and/or retirement payments; may calculate and monitor payroll deductions for court ordered wage executions (garnishments); may consult division or facility supervisors regarding employee time recorded; performs related duties as required.

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.

Experience and Training: To qualify at the Payroll Clerk (Three-Shift Operations) level, applicants must have one (1) year experience as a Payroll Clerk (class code 6157) for the State of Connecticut.

Preferred Experience: Preference will be given to applicants with demonstrated Core-CT, Worker's Compensation payroll reconciliation and Benefits experience.

Special Requirements: Incumbent must possess and retain a valid Motor Vehicle's license. Incumbent will be required to travel.

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

Application Procedure for All 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. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

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

Incomplete application materials will not be considered.

Send application materials to:
Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter
Email: DDS.SR.Recruiting@ct.gov Phone: 203-294-5122 Fax: 860-920-3035

Application materials may be emailed, faxed, or mailed

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.