

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION**  
**JOB OPPORTUNITY**  
**Payroll Clerk**  
**(May underfill as an Office Assistant or Financial Clerk)**

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

**Open To:** Public

**Location:** Bureau of Central Services, Human Resources Division, Payroll & Benefits Mgmt.,  
Hartford

**Position No:** 111603

**Type of Position:** Permanent full-time

**Annual Salary:** Payroll Clerk \$46,721 (CL16, Step 1)  
Office Assistant \$40,901 (CL13, Step 1)  
Financial Clerk \$38,870 (CL12, Step 1)

**Closing Date:** Until Filled

**Eligibility Requirement:** Candidates must have applied for and passed the Payroll Clerk exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who previously attained permanent status in the class may apply for lateral transfer.

**Description of Duties:**

- Responsible for the health and life insurance benefits for the entire agency
- Work directly with the health and dental insurance company and with the Comptrollers benefit unit to resolve issues regarding employees' coverage. Generating forms to add/delete dependents
- Process monthly billing statements and generating COBRA forms
- Prepare biweekly payroll transactions, time and attendance, setting up leave plans, auditing leave accruals and implementing corrections for time sheet errors
- Process new hires payroll transactions, general payroll deductions (dues/fees, credit union payments and deductions) and earnings (overtime, shift & weekend differential, retroactive payments and other earnings)
- Calculate and process longevity payments, wage increases, retro payment, terminations
- Keep abreast of collective bargaining contract requirements and restrictions relating to payroll (salary increases, overtime, shift differential, and holiday pay etc.)
- Respond to employees inquires, maintain various payroll files and records
- May calculate retirement payments and perform other related duties as required

**Preferred candidate must have:**

- Experience in CORE-CT benefits or other system benefit administration
- Knowledge of payroll practices, procedures and general office procedures
- Experience working with CORE-CT payroll or other payroll systems
- Skilled in following complex oral and written instruction, and in performing arithmetic computations
- Very good computer skills (Microsoft products, or similar software)
- Very good communication and interpersonal skills

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, a ([CT-HR-12 form](#)) Application for Employment and current state employees must provide a copy of his/her last two performance appraisals to: **(Incomplete packages will not be considered)**

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**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov)