

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITIES
FISCAL ADMINISTRATIVE ASSISTANT (Part-Time)
FISCAL SERVICES

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

Open To: The public and state employees

Location: Fiscal Services/Wethersfield

Job Posting No: P-104286, P-78748

Hours: Part –Time (34 hours Monday – Friday)

Salary: \$25.19 – \$32.06

Closing Date: November 29, 2013

Eligibility Requirement: Candidates must have applied for and passed the Fiscal Administrative Assistant exam 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. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

General Experience: Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

Note: Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk. Descriptions of these fiscal/administrative functions are attached.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

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

Application Instructions: Complete an application for employment (CT-HR-12) indicating Fiscal Administrative Assistant in the Examination Title block. Applications must be mailed or faxed to: Human Resources, Department of Motor Vehicles, 60 State Street, Room 235, Wethersfield, CT 06161 fax- (860)263-5576. Applications can be downloaded from www.das.state.ct.us/exam.

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.