

**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE ASSISTANT**

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

**Open To:** Candidates on a current examination list and lateral transfers  
**Location:** Office of Purchasing, Newington, CT  
**Job Posting No:** 80793  
**Hours:** 40 hours/week, Monday – Friday (8:00 am to 4:30 pm)  
**Salary:** AR-19: \$54,171.00 to \$68,931.00 annual  
**Closing Date:** June 3, 2015

**Eligibility Requirement:** Candidates must have applied for and passed the Fiscal/Administrative Assistant examination 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.

**Examples of Duties:** Process and approve ePro Requisitions and Purchase Orders in Core-CT for commodities and contractual services. Analyzes relevant contractual requirements and confirms pricing based on such analysis. Serves as liaison to CTDOT field personnel, Core-CT, OSC, DAS, and the vendor community to resolve Purchasing issues. Responds to internal and external inquiries for information and assistance. Maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

**Preferred Knowledge, Experience, Skills and Abilities:** Demonstrated experience with Core-CT Financial Modules; proficiency in Microsoft Outlook, Word and Excel; ability to perform research assignments and produce reports. Superior customer service experience; considerable ability in mathematical computations and problem solving skills; familiarity with reading, understanding and applying applicable contract guidelines, statutes and regulations; capable of working independently and adapting to changing work priorities and compressed deadlines; ability to follow complex oral and written instructions; Possession of excellent written, oral and interpersonal communication skills; Knowledge of general office procedures including maintaining records and files, and operating office equipment.

**EXPERIENCE AND TRAINING:**

**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.

**Substitutions Allowed:**

1. 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.

**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 should complete and submit the following documents by mail: cover letter, resume, and application for Employment (CT-HR-12) postmarked deadline of June 3, 2015. **State employees must also include copies of their last (2) service ratings.** Applications will not be considered without all of the required documents. Application documents should be mailed to:

**Ms. Mary Matuszak  
Fiscal Administrative Supervisor  
Office of Purchasing, Bureau of Finance and Administration  
Connecticut Department of Transportation  
P.O. Box 317546  
Newington, CT 06131-7546**

Only applicants selected for interview will be notified. Due to the large number of expected applicants, we cannot confirm receipt of application materials. The candidate pool resulting from these interviews may be used to fill future Fiscal/Administrative Assistant positions in the Office of Purchasing within twelve months.

**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.