



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



EMPLOYMENT OPPORTUNITY

BUREAU OF FISCAL SERVICES FISCAL ADMINISTRATIVE ASSISTANT PART-TIME/35 HOURS PER WEEK

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)

Open To: See Eligibility Requirement

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: Monday – Friday, 7:30 a.m. – 3:00 p.m.

Salary: \$25.95 - \$33.02 Per Hour

Closing Date: July 23, 2014

Posting #: 62991

Note: *New hires to state employment start at the minimum of the above hourly rate.

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 may apply for a lateral transfer. Candidates who have previously attained permanent status in the classification are also eligible for consideration. Applicants will not have the opportunity to take the exam prior to the above closing date.

EXAMPLE OF DUTIES:

Duties will include processing Purchase Requisitions, Receipts and Vouchers in the CORE-CT Financial Module for payment of equipment and controllable assets; working with vendors as required to assure appropriate billing; assist the Asset Management Team Leader in the annual physical inventory process for all 19 Connecticut Technical High Schools and two Central Offices on an annual basis; supervise four storekeepers on a daily bases as it relates to Asset Management; independently enters information into the CORE-CT Asset Management module regarding tag numbers, locations and asset characteristics from purchase order or receiving documents; identifies assets and maintains asset records; transfers assets within/between facilities and updates asset location assignments in CORE-CT; coordinates process for disposing of surplus assets; monitors all phases of the Core-CT Asset Management interface processes; process and load inventory data through the Core-CT transaction loader for newly purchased assets; adjusts interface for unitization consolidation and loading processes; analyze purchasing information and create Microsoft documents.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability:

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.

Substitutions 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.

PREFERRED EXPERIENCE:

- Possess written communication, customer service and organizational skills;
- Experience in Microsoft Office Programs including Word and Excel; and
- Experience using Core-CT Asset Management modules.

APPLICATION PROCEDURE/REQUIRED DOCUMENTS:

All required documents must be received by close of business on the closing date in order to be considered for an interview.

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

PLEASE FORWARD APPLICATION MATERIALS TO:

**Department of Education
Bureau of Fiscal Services
165 Capitol Avenue - Room 313
Hartford, CT 06106
ATTN: Joseph Uccello
TEL: (860) 713-6632**

Applications will be accepted via U.S. mail or hand delivery only.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER