

DEPARTMENT OF ADMINISTRATIVE SERVICES  
JOB OPPORTUNITY  
FISCAL/ADMINISTRATIVE ASSISTANT  
WORKERS' COMPENSATION UNIT

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

**Open To:** DAS Employees Only  
**Location:** 165 Capitol Avenue, Hartford, CT 06106  
**Job Posting No:** 00105992  
**Hours:** 80 hours biweekly  
**Salary:** \$54,171 - \$68,931  
**Closing Date:** July 23, 2014

**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. DAS State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

The main duties of this position will be administering the payment review program. The function commences each month by building an access database from the total paid losses for claims within the TPA- Gallagher Bassett operating system. The total paid within the database average \$8.5 million a month. The average # of transactions totals 20,000 per month. Among other duties the incumbent will analyze the database to establish potential trends in payments not consistent with our best practices.

**Knowledge, Skills and Abilities:** Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices, basic interpersonal skills; oral and written communication skills, ability in arithmetic computations, ability to utilize EDP systems for financial management.

**Preferred Skills & Experience:** Microsoft Excel; Microsoft Access; CORE-CT or PeopleSoft, Workers' Compensation Administration, analytical and organizational skills; oral and written communication skills, Attention to detail.

**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 the following information in order to be considered for this position; cover letter, resume; application for employment (CT-HR-12), three (3) pertinent professional references; candidates currently employed in state service, please submit your two most recent service ratings in lieu of references to:

DEPARTMENT OF ADMINISTRATIVE SERVICES  
165 CAPITOL AVENUE, 5<sup>TH</sup> FLOOR EAST  
HARTFORD, CT 06106  
ATTN: EILEEN MORIN  
FAX: 860-622-2834 or email to: eileen.morin@ct.gov

**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.