

**OFFICE POLICY AND MANAGEMENT
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE OFFICER
DIVISION OF ADMINISTRATION**

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

Open To: Public (See Eligibility Requirement Below)
Location: 450 Capitol Avenue, Hartford, CT 06106-1308
Hours: 8-5 (permanent; full time)
Salary: \$60,593-\$78,332
Closing Date: April 1, 2011

Eligibility Requirement: **Candidates must have applied for and passed the FISCAL ADMINISTRATIVE OFFICER 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.**

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

In order to be considered for the Fiscal Administrative Officer position, applicants must currently be on the State employment list for Fiscal Administrative Officer or currently hold or have held prior permanent status as a Fiscal Administrative Officer in the State of Connecticut.

EXAMPLES OF DUTIES:

Administer the agency's small/minority business set-aside program, which includes establishment of a budget and goals, and completion of quarterly reports. Maintain records relating to agency assets management and complete annual inventory report. Prepare monthly financial reports and documents relating to contract compliance and the State Elections Enforcement Commission. Coordinate Records Management Program for the agency. Must possess the ability to process a state agency payroll utilizing the Core-CT system; this includes knowledge of the employee benefits package and processing state retirements, and experience in reviewing and approving time and attendance on the Core-CT system. Desired computer skills include working knowledge of Excel, Microsoft Word, and database programs.

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

Application Instructions:

Please submit: *a cover letter that describes your interest and suitability for the position, resume, and an application form CT- HR-12*, which can be obtained from any State Department of Labor Office, State Department of Administrative Services website, <http://das.ct.gov/employment>, or by calling OPM at (860) 418-6435. Please do not provide your social security number on your application.

Your application must be received by April 1, 2011 by 5:00 p.m. and will not be considered complete without these three (3) documents. Submit your application to:

Laila Maidelis
Human Resources Manager
Office of Policy and Management
450 Capitol Avenue – MS#52ADM
Hartford, CT 06106-1308
FAX: (860) 418-6488

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.

