

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY**

**Financial Clerk**

**Please follow the specific application filling instructions at the bottom of this page!**

**Open To:** The Public  
**Location:** Central Office – Accounting Unit, Wethersfield, CT  
**Hours:** 40 Hours per week, 1<sup>st</sup> Shift, Monday - Friday  
**Salary:** CL-12, \$37,737.00 (Annually)  
**Position:** 035386  
**Closing Date:** April 28, 2015

**Minimum Qualifications Required:** Knowledge of basic bookkeeping, accounting and financial record keeping procedures; financial terminology and coding, statements and budget preparations; skill in performing arithmetical computations; interpersonal skills; ability to perform general clerical tasks; ability to handle large amounts of money; ability to operate a variety of office equipment which includes personal computers, computer terminals, typewriters, calculating machines and other electronic equipment.

**Preferred Experience:** Experience in bookkeeping, billing, accounts receivable and working knowledge of Microsoft Word and Excel.

**Eligibility Requirement:** Candidates must have applied for and passed the Financial Clerk exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

**General Experience:** Two (2) years' clerical experience in accounting, financial record keeping or bookkeeping.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**Application Instructions:**

Qualified candidates who meet the above requirements should submit a cover letter, resume, your last two (2) Performance Evaluations, an application for Employment (Form CT-HR-12) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf). Please mail your information to:

**Erica Soto, HR Associate  
Department of Correction  
24 Wolcott Hill Road  
Wethersfield, CT 06109**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**

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