



**MILITARY DEPARTMENT
JOB OPPORTUNITY
FINANCIAL CLERK**

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

Open To: All State Employees seeking a LATERAL transfer.

Location: Hartford Armory

Job Posting No: 8622

Hours: Monday through Friday, 8:00 A.M. to 4:30 P.M.

Salary: \$38,870.00 - \$49,496.00 Annually

Closing Date: August 23, 2017

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

Knowledge, Skills and Abilities: Knowledge of bookkeeping, accounting and financial record keeping procedures; financial terminology and coding; statements and budget preparation; skills in performing arithmetic 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; calculating machines; cash register, check writing machines and other electronic equipment.

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

Substitution Allowed: 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.

See Job description for Fiscal Administrative Assistant at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4568>

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 submit a cover letter, a resume, and a State Application for Employment ([CT-HR-12](#)) to:

**MILITARY DEPARTMENT
HARTFORD ARMORY
360 BROAD STREET
HARTFORD, CT 06105
HUMAN RESOURCES, ROOM # 141
FAX NUMBER 860.548.3218**

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.