

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY**

Fiscal Administrative Assistant
External Audits

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list
Location: Newington, CT
Job Posting No: 30841
Hours: 8:00 am to 4:30 pm
Salary: AR-19: \$52,593 to \$66,923 annual
Closing Date: March 3, 2015

Eligibility Requirement:

Candidates must have applied for and passed the Fiscal/Administrative Assistant examination 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. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

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.

PREFERRED EXPERIENCE:

The preferred candidate will possess strong oral and written communication skills; experience with Microsoft Access, Excel and Word; experience with the CORE-CT Financial System especially creating purchase orders and receiving reports; review of vendor invoices for compliance with contract provisions; accumulating and reconciling expenditures in the CORE-CT and legacy financial systems.

EXPERIENCE AND TRAINING:

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:

1. 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 to a maximum of two (2) years.
2. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

Special Requirement:

Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (G.E.D.) certification by the time of permanent appointment.

Career Progression: The next higher class in this career series is Fiscal/Administrative Officer.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Fiscal/Administrative Assistant positions within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an Application for Employment (CT-HR-12), and **State employees must also include copies of their last (2) service ratings by March 3, 2015 to:**

Mr. Gerald Dobek
Connecticut Department of Transportation
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-3094
Email: Gerald.Dobek@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.