

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

FISCAL ADMINISTRATIVE ASSISTANT #OC105970

OFFICE OF THE COMMISSIONER
FISCAL SERVICES BUREAU

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

Open To: Candidates on the current exam list for Fiscal Administrative Assistant
Location: Connecticut Valley Hospital/Havilland Hall, Middletown, CT
Job Posting No: OC105970
Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week
Salary Range: \$52,593.00 - \$66,923.00
Posting Date: September 30, 2013 **Closing Date:** October 7, 2013

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. 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.**

Duties include: Duties will include processing Purchase Requisitions, Receipts and Vouchers in the CORE-CT Financial Module for payment of equipment and controllable assets; working with Vendors as required to assure appropriate billing. Assists the FAO Asset Management Team Leader in the annual Physical Inventory process for all eight DMHAS Facilities on an annual basis. Independently enters information into the CORE-CT Asset Management module regarding tag numbers, locations and asset characteristics from Purchase Order or receiving documents; identifies assets and maintains asset records; transfers assets within/between facilities and updates asset location assignments in CORE-CT; coordinates the new DAS process for disposing of surplus assets.

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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Edra.Knight@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. **(NP-3)**