

INSURANCE DEPARTMENT

FISCAL/ADMINISTRATIVE ASSISTANT
Administration – Business Services Division

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

Open To: Candidates on a current examination list.

Location: 153 Market Street, Hartford, CT 06103

Job Posting No: 9207

Hours: Full-time- 40 hours per week

Salary: * \$52,593 - \$66,923, (*New hires start at the minimum salary range)

Closing Date: * **Friday, March 7, 2014- Application package must be received by 5:00 p.m. by this date.**

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 Fiscal Administrative Assistant title or those who have previously attained permanent status as a Fiscal Administrative Assistant 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, Skills and Abilities:

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.

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.

Substitution 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.

Preferred experience and skills:

- Experience processing travel and mileage reimbursements
- Experience making travel arrangements for bargaining unit and managerial employees
- Accounts Receivable experience
- Considerable CORE-CT experience
- Proficient in MS Excel, MS Word, and PowerPoint software preferred
- Excellent communication and organizational skills
- Excellent independent judgment and decision making skills
- Purchase Order (PO) generation in CORE-CT a plus

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 following:

- Cover letter
- Resume
- State Application Form CT-HR-12 (state application form CT-HR-12 may be accessed at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)
- State Employees to submit copies of their last two (2) service ratings

Please submit your application package by the closing date noted above to:

**Carmen Rivera, Human Resources Assistant
Connecticut Insurance Department
P.O. Box 816
Hartford, CT 06142-0816**

Or by E-mail address at: CID.HR@CT.GOV

Or by Overnight mail address at: 153 Market Street, 7th Floor, Hartford, CT 06103

***Incomplete or late application packages will not be considered**

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.