

INSURANCE DEPARTMENT
JOB OPPORTUNITY

FISCAL/ADMINISTRATIVE ASSISTANT
Administrative – Business Services

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

Open To: State Employees – *see eligibility requirement below

Location: 153 Market Street, Hartford, CT

Job Posting No: 00009207

Hours: Full-time, 40 hours/week

Salary: AR 19 (\$51,061 - \$64,973)

Closing Date: **April 9, 2012

***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.

Preferred Skills and Ability: The preferred candidate should have extensive working knowledge of CORE (HR, Financial and Asset Management Modules), Payroll policies and procedures, Benefits, Workers' Compensation Regulations, Statutes and procedures; ability to read and understand and apply applicable contract guidelines, regulations, and general statutes; Accounts payable; Asset Management/Inventory reporting; Strong interpersonal, oral and written communication skills.

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. **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. Descriptions of these fiscal/administrative functions are attached on the job description.

Substitution Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling 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.

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 an Application for Employment (CT-HR-12), which can be obtained from the Department of Administrative Services website at: (http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) and two most recent performance appraisals, on or before **MONDAY, APRIL 9, 2012 CLOSE OF BUSINESS** to::

**Carmen Hernandez, Human Resources Assistant
Connecticut Insurance Department
P.O. Box 816, Hartford, CT 06142-0816
Overnight Mail: 153 Market Street, 7th floor, Hartford, CT 06103
FAX: (860) 297-3836
E-MAIL ADDRESS: Carmen.b.hernandez@ct.gov**

****Please note: Incomplete or late application package will not be considered.**

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