

INSURANCE DEPARTMENT
JOB OPPORTUNITY

FISCAL/ADMINISTRATIVE ASSISTANT

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

Job Posting No: 101968

Hours: 40 hours per week

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

Closing Date: October 15, 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.

This position will be responsible for the calculating, processing, collecting, depositing between \$75 - \$100 million in annual deposits into 30 separate revenue accounts and 3 different Funds from numerous electronic sources: credit cards (Paypal, Global Payments), NIPR and SERFF. This position will also assist in the monthly reconciliation, agings and reporting on these accounts. In addition, this position will assist the FAM in the Assessment of CT Insurance Companies - there are 3 annual assessments that take place - up from 1 from a few years back. Gathers data and prepares complex calculations of three types of assessments made to approximately 100 insurance companies, processes bills, collects assessments, prepares aging reports and other related duties.

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, asset management 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.

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.

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 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) by close of business on * Monday, October 15, 2012 to:

Carmen Hernandez, Human Resources Assistant
Insurance Department, P.O. Box 816, Hartford, CT 06142-0816
Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

Or by E-MAIL: CID.HR@CT.GOV

***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.