

INSURANCE DEPARTMENT
JOB OPPORTUNITY
PAYROLL CLERK

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: 9182

Hours: Full-Time, 40 hours per week

Salary: (CL 15) \$40,814 – \$53,525 (**note: new hires to state employment start at the minimum salary range**)

Closing Date: Applications must be received by 5:00 p.m. on **Friday, January 25, 2013**

The **Payroll Clerk** position is accountable for independently performing a full range of tasks in CORE-CT system, processing and maintaining payroll for approximately 170 employees; maintaining employee benefits and deductions; sorting and distribution of paychecks and stubs; maintaining records and files for payroll data and forms; calculating salary adjustments including retro payments, promotional adjustments, collective bargaining increases, and annual increments; calculate workers compensation and/or retirement payments; answer employees inquiries regarding pay and benefits.

Eligibility Requirement: Candidates must have applied for and passed the Payroll Clerk 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.**

Knowledge, Skills and Abilities: Knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures; knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations; ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which includes personal computer and other electronic equipment.

General Experience: Three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances.

Special Experience: One (1) year of the General Experience must have involved payroll preparation.

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 Financial Clerk performing payroll duties may be substituted for the General and Special 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 (GED) certification by the time of permanent appointment.

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) to:

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

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

or

Overnight mail address: 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.