

State of Connecticut JOB POSTING

DEPARTMENT OF MOTOR VEHICLES
CAREER OPPORTUNITY
PAYROLL CLERK
May be underfilled as an Office Assistant
DIVISION OF HUMAN RESOURCES AND PAYROLL

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

Open to: Candidates on current exam list or lateral transfer

Location: Wethersfield Office

Schedule: Monday - Friday (Part Time, 34 hours)

Hourly:

Office Assistant	\$19.02 - \$24.96
Payroll Clerk	\$21.73 - \$28.41

Closing Date: November 14, 2014.

ELIGIBILITY REQUIREMENT: Candidates must be on the current certification list promulgated by the Department of Administrative Services for Payroll Clerk or Office Assistant. State employees currently holding the above title(s) may apply for a lateral transfer. Reemployment/SEBAC Candidates will be given first priority.

POSITION RESPONSIBILITIES: This position is responsible for accurately processing biweekly payrolls for specified units throughout the agency taking into consideration the following: pay differentials, overtime, classification and location changes, process workers' compensation benefits, benefits, retirement benefits, retro calculations, etc. This individual will also be responsible for keeping attendance records, creating and preparing reports as requested. The successful candidate must possess professional oral and written communication skills and the ability to work independently. This individual must be self motivated, dependable, detail oriented and exercise good working relationships with co-workers and all operating units throughout the agency while keeping information confidential. The part time, 34 hour, schedule will be built around the state payroll cycle and will include at least five eight hour days bi-weekly.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS: This position requires good judgement and a high attention to detail to ensure accuracy. Must have strong arithmetic skills in addition, subtraction, multiplication and division, as well as the ability to perform detailed record keeping. Computer experience required. Knowledge of the CORE-CT system including the development of EPM reports and Microsoft Office experience welcomed. **At the level of Payroll Clerk** individuals must have three years experience in bookkeeping, accounts payable or clerical work involving finances. One year must have involved payroll preparation. **At the level of Office Assistant** individuals must have two years general clerical experience. Experience in processing State of Connecticut payroll transactions and utilization of People Soft payroll systems is preferred.

Application Instructions: Complete an application for employment (CT-HR-12) indicating "Payroll Clerk" or "Office Assistant Underfill" as appropriate in the Examination Title block. Applications can be downloaded from www.das.state.ct.us/exam. Applications must be mailed postmarked or faxed by the closing date to:

Human Resources
Department of Motor Vehicles
60 State Street, Room 235
Wethersfield, CT 06161
Fax: (860) 263-5576.

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.