

**JOB OPPORTUNITY**  
**State of Connecticut**  
**Office of the Attorney General**  
**Fiscal/Administrative Supervisor**



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

**Open To: CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER**

**Location:** Office of the Attorney General, 55 Elm Street, Hartford, CT 06106

**Job Posting Number:** 00004592

**Hours:** 40/week; 8:00 a.m. – 5:00 p.m.

**Salary:** Minimum \$82,534 annually

**Closing Date:** September 26, 2014

**The Office of the Attorney General is currently recruiting for a full-time, permanent *Fiscal Administrative Supervisor* position. Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules, if applicable.**

**Eligibility Requirement:**

Candidates must have applied for and passed the **Fiscal/Administrative Supervisor** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the title of Fiscal/Administrative Supervisor or those who have previously attained permanent status in this class may apply for lateral transfer.

**Applicants will not have the opportunity to take the examination for this class prior to the closing date to qualify for this particular vacancy.**

In the Office of the Attorney General, this position oversees the entire business office operation and reports directly to the Chief Administrative Officer.

**Description of Duties:**

Supervises maintenance of accounts; supervises preparation of financial statements and reports and budget requests in financial planning; reviews and authorizes expenditures; schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans work; establishes and maintains procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding policies and procedures; prepares reports and correspondence; oversees planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports, and analyses; assists in analyzing impact of proposed regulations and legislation on agency fiscal/administrative programs and functions; supervises grant and contract administration, including fiscal record keeping and reporting and preparation of new contracts and grant applications; supervises requisitioning, stores and inventory control; supervises purchasing functions; in addition to supervising fiscal/administrative functions, may supervise support services such as stores, inventory, facilities/equipment maintenance, mailroom, facilities/equipment security; performs related duties as required.

**Knowledge, Skills and Abilities:**

Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; knowledge of types, characteristics and sources of supply and market factors of assigned commodities; knowledge of business law as it applies to purchasing contracts and sales; knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; supervisory ability.

**General Experience:**

Eight (8) years of experience in a combination of fiscal/administrative functions (e.g., accounting, payroll, purchasing) at least one (1) of which must be an accounting or budgeting function.

**Special Experience:**

Two (2) years of the General Experience must have been at the professional working level of Fiscal Administrative Officer or Accountant. **Note:** Connecticut Careers Trainee experience (target Fiscal Administrative Officer or closely-related class) is the professional *training* level and is below the required professional working level.

**Substitutions 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 four (4) years for a Bachelor's degree.**
- 2. A Master's degree in public administration, business administration, or accounting may be substituted for one (1) additional year of the General Experience.**
- 3. For State Employees, experience as a Purchasing Services Officer 1 or 2 substitutes for the General and Special Experience on a year-for-year basis.**

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a resume, a CT-HR-12 Application for Employment, and three letters of reference. Current State employees must also provide a copy of the last two performance appraisals. Please include the Job Posting Number above, and send all required information postmarked (or electronically received) by the closing date to:

*Susan L. Cavanaugh, Manager of Human Resources  
Office of the Attorney General  
55 Elm Street  
Hartford, CT 06106  
FAX: (860) 808-5387  
Email: [susan.cavanaugh@ct.gov](mailto:susan.cavanaugh@ct.gov)*

**The Office of the Attorney General is an Affirmative Action/Equal Opportunity employer and strongly encourages the applications of women, minorities, and persons with disabilities**