

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
Payroll Clerk

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

Open To: The Public
Location: Bureau of Financial and Support Services, Human Resources Division - Payroll
Position#: 100193
Type of Position: Permanent, Full-Time
Annual Salary: \$40,814. (CL15-Step1)
Closing Date: 12/30/11

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.

Description of Duties: Prepares biweekly payroll transactions; responsible for time and attendance, which consists of setting up leave plans, auditing leave accrual balance and implementing corrections for revisions made for timesheet entry errors; processing of general payroll deductions (union dues/fees, credit union payments, and other payroll related deductions) and earnings (overtime, shift & weekend differential, retroactive payments and all other applicable earnings); computation of retro payments; processing of all necessary payroll transactions required for new hires, terminations, retirements, wage increases and longevity payments; performs various clerical accounting functions; keeps abreast of collective bargaining contract requirements and restrictions as related to payroll (dates for salary increases; overtime, shift differential and holiday pay restrictions, etc.); answer employee inquiries regarding paychecks and payroll practices and procedures; maintains various records and files for payroll data and forms; may calculate retirement payments; may consult division or facility supervisors regarding employee time recorded; performs related duties as required.

Preferred Candidate will have: Experience working with the CORE-CT. Knowledge of general office procedures; basic interpersonal skills; ability to follow complex oral and written instructions; knowledge of Microsoft office products including Excel and Word; experience in arithmetic computation.

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 (current State employees must provide a copy of his/her last two performance appraisals), resume and a CT-HR-12 Application including the position# to:

**Department of Energy and Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Angella Levy
Telephone: (860) 424-3006
Fax: (860) 424-3896**

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