

DEPARTMENT OF CHILDREN AND FAMILIES
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 or Lateral Transfers
Location: Hartford, CT
Hours: 40
Salary: \$40,814 - \$53,525
Closing Date: April 13, 2012

Eligibility: Candidates must have passed the Payroll Clerk examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Payroll Clerk, or have attained permanent status in either class since their most recent hire date.

Position Description: The Department of Children and Families has a vacancy for one full-time (40 hours) Payroll Clerk position.

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.

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 two (2) years. (2) One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

Please note: The filling of this position shall be in keeping with established reemployment and SEBAC employment obligations.

Application Instructions: Interested candidates may fax or mail a state application (CT-HR-12), resume, letter of intent, (for state employees) two most recent performance appraisals all others must submit three (3) letters of professional references at 860-707-1954.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
FAX: 860.707.1954

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.