

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
TRANSFER OPPORTUNITY

**PAYROLL CLERK**

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

**Open To:** State Employees  
**Location:** Bureau of Financial and Support Services, Human Resources Division - Payroll  
**Position#:** 100193  
**Type of Position:** Permanent, Full-Time  
**Closing Date:** 03/09/12

**PREVIOUS APPLICANTS DO NOT NEED TO RE-APPLY**

**Eligibility Requirement:** **State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

**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**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The Department of Energy and Environmental Protection is an affirmative action/equal opportunity employer and service provider. In conformance with the Americans with Disabilities Act, DEEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities who need this information in an alternative format, to allow them to benefit and/or participate in the agency's programs and services, should call 860-424-3035 or e-mail the ADA Coordinator, at [DEEP\\_aaoffice@CT.Gov](mailto:DEEP_aaoffice@CT.Gov). Persons who are hearing impaired should call the State of Connecticut relay number 711.