

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY**

**PAYROLL CLERK (May be underfilled at the Office Assistant Level)
(Payroll Division)**

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: 34

Salary: Payroll Clerk: \$19.55 -\$25.64 (per hour)
Office Assistant: \$17.93 - 23.52 (per hour)

Closing Date: April 4, 2012

Eligibility: **Candidates must have passed the Payroll Clerk or Office Assistant 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 Office Assistant, 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 part-time (34 hours) Payroll Clerk position that may be under-filled at the Office Assistant level.

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.

Preference will be given to candidates that possess the following skills and abilities:

- 1) Experience with CORE-CT; medical billing; facility payroll and tuition reimbursement.
- 2) Strong interpersonal and conflict resolution skills

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

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.