

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
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.**

Location: Middletown

Job Posting No: 7356

Hours: 40 hours per week (1st shift, Monday – Friday)

Salary: *40,814.00 – 53,525.00 annually

Closing Date: **Wednesday, June 20, 2012**

*** New hires to state employment start at the minimum of the above salary range.**

Minimum Qualifications:

Knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures; knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations; ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which includes personal computer and other electronic equipment.

Preferred Experience:

Skill in performing arithmetic computations, knowledge of general office procedures, ability to maintain records and files. Candidates with advanced computer experience and/or experience using CORE/PeopleSoft on an automated Payroll System will be given preference.

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.**

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

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling 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.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references by

***Wednesday, June 20, 2012, close of business, to:**

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, HR Associate
Fax: (860) 685 – 8356

*Incomplete or late application packages will not be considered.

Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the original via mail.

Interested candidates for employment at the Department of Emergency Services and Public Protection are subject to checking of references and a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an equal opportunity/affirmative action employer.