

MILITARY DEPARTMENT
JOB OPPORTUNITY
PAYROLL CLERK

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

Open To: The Public
Location: Hartford Armory
Job Posting No: 8557
Hours: Monday through Friday, 8:00 A.M. to 4:30 P.M.
Salary: \$40,814.00
Closing Date: January 17, 2012

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.**

Knowledge, Skills and Abilities: 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 follow complex oral and written instructions; ability to maintain records and files; ability to follow complex oral and written instructions.

General Experience: Three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances.

Special Experience: One (1) year of 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 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 Experience.

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 a cover letter, a resume, and a State application (CT-HR-12) available at www.das.state.ct.us for Employment to:

MILITARY DEPARTMENT
HARTFORD ARMORY
360 BROAD STREET
HARTFORD, CT 06105
HUMAN RESOURCES, ROOM # 141
FAX NUMBER 860.548.3218

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.