

**OFFICE OF THE SECRETARY OF THE STATE
PAYROLL CLERK**

Open To: **Candidates on a current examination list.**
Location: Human Resources/Payroll Division - 30 Trinity Street, Hartford, CT.
Hours: 40 hours per week; Monday through Friday
Salary: NP-3 – CL-15
Position#: 00000210
Type of Position: Permanent-Full Time
Closing Date: 03/30/12

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. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.**

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; direct deposit entry and changes, other employee deductions, 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, etc.); answers employee inquiries regarding paychecks and payroll practices and procedures; ability to run payroll and human resources related reports from CORE-CT.(Job Data, EPM, etc.) maintain various records and files for payroll data and forms; may calculate retirement payments; performs related payroll and Human Resources functions and may perform other related duties as required.

Preferred Candidate will have: Knowledge of and experience working with the CORE-CT. as it relates to data entry of all payroll and employee benefits. Experience in data entry for all related Human Resources/Payroll matters and employee reports. 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 and mathematical computations. Must be proficient working within CORE-CT, including, but not limited to, inputting and extracting data, information and reports related to all HR/Payroll operations.

Application Instructions Interested and qualified candidates who meet the above requirements should FAX (preference) or mail (current State employees must provide a copy of his/her last two performance appraisals), resume and a CT-HR-12 to:

Gloria Sparveri
Human Resources
30 Trinity Street
Hartford, CT 06106
Telephone: (860) 509-6171
FAX: (860) 509-6236

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER