

State of Connecticut  
**JOB POSTING**

DEPARTMENT OF REVENUE SERVICES  
JOB OPPORTUNITY  
PAYROLL CLERK  
Administration Division

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

**Open To:** The Public  
**Location:** 25 Sigourney St, Hartford  
**Salary:** \$40,814- \$53,525 per annum  
**Closing Date:** December 6, 2010

The **Department of Revenue Services** is seeking candidates for the position of Payroll Clerk to work in the agency's main office at 25 Sigourney St, Hartford. DRS is a self-service agency for CORE-CT time and attendance.

**EXPERIENCE, KNOWLEDGE AND SKILLS:**

The successful candidate will have payroll experience; excellent customer service and interpersonal skills; excellent organizational skills; technical experience and knowledge of automated payroll systems, EXCEL, MS Word; ability to work independently; ability to work in a team environment; ability to effectively work with critical deadlines; and the ability to work in a fast-paced environment.

**Eligibility Requirement:** Eligible candidates must have applied for and passed the Payroll Clerk exam and be on the current certification list promulgated by DAS. State employees holding the title of Payroll Clerk or who have previously attained permanent status as a Payroll Clerk may apply for lateral transfer.

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

**APPLICATION PROCEDURE:**

Interested candidates should submit a State of Connecticut **Application for Examination or Employment, CT-HR-12**, resume, and cover letter detailing their background and experience to:

Department of Revenue Services  
Human Resources, 19<sup>th</sup> floor,  
25 Sigourney St., Hartford, CT 06106  
Attention: [Teresa Oulundsen](#)

OR Fax to: 860-541-4245

**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.