

STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY

DPH Employees are Strongly encouraged to apply

**PAYROLL CLERK**

Administration – Human Resources – Payroll Office

**POSTING DATE:** November 8, 2011

**CLOSING DATE:** November 16, 2011 \*

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

**OPEN TO:** The Public

**JOB POSTING NUMBER:** 100063SC **NOTE: THIS NUMBER **MUST** BE INCLUDED ON YOUR APPLICATION**

**LOCATION:** 410 Capitol Avenue, Hartford, CT

**SHIFT/HOURS:** 1<sup>st</sup> Shift/40 hours/week

**SALARY GROUP/RANGE:** CL 15/\$40,814-\$53,525

**NOTE: 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. State employees currently holding the above title or those who have previously attained permanent status in the class 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.**

**Preferred skills:** *Experience in a collective bargaining environment; experience with an automated payroll system, such as CORE-CT; familiarity with timesheet coding and processing; experience in working with confidential information; experience in administering employee benefits.*

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skill and Ability:** 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.

**EXPERIENCE AND TRAINING**

**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 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.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health  
410 Capitol Avenue, MS #13PER  
PO Box 340308  
Hartford, CT 06134-0308  
FAX: 860-509-7860 (if faxing, only one application is necessary)  
EMAIL: [dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).  
**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES.**