

Department of Development Services – West Region
JOB OPPORTUNITY
PAYROLL OFFICER I

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

Open To: **Candidates on a current exam List**

Position: Payroll Officer I

Location: Human Resources – Rowland Government Building, Waterbury

Job Posting No: 016682

Hours: 1st Shift ~ 7:30am – 4:00pm, RDO's Saturday, Sunday. (80hrs.)

Salary: \$2,157.36/bi-weekly

Closing Date: March 12, 2012

Eligibility Requirement: **This is a competitive position. Candidates must have applied for and passed the Payroll Officer I 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.

Duties consistent with the Payroll Officer 1 job classification. This position supervises four (4) Payroll Clerks and is accountable for a payroll operation that consists of approximately 1,000 employees within 10 different bargaining units. Responsible for preparing and reviewing accuracy of payroll including shift differential payments, overtime calculations, stipends payment, retroactive payments, etc. Responsible for accuracy of time records and leave accruals balances, control and distribution of paychecks, answers employees questions relating to payroll and process wage verifications. Performs related duties as required.

General Experience: Five (5) years of experience in complex clerical work in accounting or payroll.

Special Experience: Two (2) years of the General Experience must have had payroll preparation as the principal responsibility at the level of Payroll Clerk.

Interested candidates may submit a cover letter, resume, state application (CT-HR-12) and two (2) letters of professional references to:

Department of Developmental Services - West Region
Rowland Government Center
55 West Main Street, 4th Floor
Waterbury, CT 06702
Fax: 860-622-4951
Belinda.weaver@ct.gov

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

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.