

DEPARTMENT OF EDUCATION
DIVISION OF FINANCE AND INTERNAL OPERATIONS
BUREAU OF HUMAN RESOURCES/PAYROLL OFFICE
JOB OPPORTUNITY
PAYROLL CLERK

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW!

Open To: Public
Location: 165 Capitol Avenue, Hartford, CT 06106
Hours: 8:00 a.m. – 5:00 p.m.
Salary: \$40,814 – \$53,525
Closing Date: May 2, 2011

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.**

EXAMPLE OF DUTIES:

Duties are consistent with the Payroll Clerk job specifications. Will perform a full range of activities in the preparation and maintenance of the agency's payroll; maintains employee deductions and tax information, process employee actions in CORE-CT (ie., hires, leaves, promotions and general changes); review and verify payroll entries; assist with processing mass payments (retroactive salary adjustments, longevity, etc.) process termination payments. Will establish and monitor employee leave accruals and schedules. Acts as a liaison with school business managers and agency employees. Other payroll duties as assigned.

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 may include word processors, computer terminals or other automated equipment.

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.

SUBSTITUTE REQUIREMENT:

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.

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

ELIGIBILITY REQUIREMENT:

In addition to meeting the above requirements, candidates **must** submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three (3) pertinent professional letters of reference to:

Connecticut State Department of Education
Bureau of Human Resources/Payroll Office
165 Capitol Avenue, Room 317
Hartford, CT 06106
ATTN: Alicia Sailor, Payroll/Manager
TEL: (860) 713-6655
FAX: (860) 713-7012
E-MAIL: alicia.sailor@ct.gov

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director
Title IX /ADA/Section 504 Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
(860)-807-2071

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.