DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
JOB OPPORTUNITY

PAYROLL CLERK (THREE-SHIFT OPERATIONS)
May underfill as a Payroll Clerk

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

Open To: Lateral transfers as Payroll Clerk (Three-Shift Operations) or candidates on the current exam list for Payroll Clerk

Location: 460 Silver Street, Middletown, CT 06457

Job Posting No: OC23495

Hours: Monday – Friday, 8:00 a.m. – 4:30 pm., Full time, 40 hours per week.

Salary Range: (CL 17) $49,005.00 to $63,864.00 (Payroll Clerk – Three Shift Operations)
(CL 16) $46,721.00 to $61,096.00 (Payroll Clerk)

Posting Date: March 16, 2017 **Closing Date:** March 22, 2017

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.**

Duties include: Prepares biweekly regular, overtime, and supplemental payrolls: reviews employee timesheets for accuracy and completeness including FMLA and Worker's Comp coding; reviews personnel and/or payroll change notices e.g. new hires, transfers, reclassifications, terminations, retirements, overpayments and/or underpayments, wage increases, deduction changes; verifies check register and various other biweekly reports; keeps abreast of collective bargaining contract requirements and restrictions as related to payroll (dates for salary increases; overtime, shift differential and holiday pay restrictions, etc.); responds to employee inquiries regarding paychecks and payroll practices and procedures; maintains various records and files for payroll data and forms; may consult division or facility supervisors regarding employee time recorded; performs related duties as required.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment CT-HR-12 to:

DMHAS/Office of the Commissioner
Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
MHAOOCHR@ct.gov **/ Fax: (860) 730-8355**

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact **Edra Knight** at **860 418 – 6866** or Edra.Knight@ct.gov