

CONNECTICUT DEPARTMENT OF CORRECTION JOB OPPORTUNITY

CL-17 Payroll Clerk Positions (3 shift operations)
(may be under filled as a Payroll Clerk CL-16)

Please follow the specific application filing instructions at the bottom of this page.

Open To: The Public
Location: Central Office, Payroll Unit, Wethersfield, CT
Hours: 40 Hours per week, 1st Shift, Monday - Friday
Salary: CL-17 \$47,577.00 – \$62,003.00 annually
CL-16 \$45,360.00 – \$59,316.00 annually

Closing Date: February 24, 2015

Minimum Qualifications: 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.

Preferred Experience: Candidates must have data entry experience. Skill in performing arithmetic computations, knowledge of general office procedures, ability to maintain records and files. Candidates with superior computer experience. Candidates with superior customer service skills will also be given preference.

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. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

State employees who have served one (1) year as a Payroll Clerk within state service qualify for the CL-17 pay rate.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Qualified candidates who meet the above requirements need to submit a cover letter, your last two (2) Performance Evaluations, an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf Please email or mail your information to:

Diane Lester, Principal Human Resources Specialist
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-6939

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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