

Connecticut General Assembly
JOB OPPORTUNITY
Payroll Specialist - Office of Legislative Management

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Hartford
Hours: Full-Time
Salary: Starting salary \$47,106
Closing Date: August 6, 2014

General Knowledge:

Full-time position in Human Resources for the state legislature in Hartford specializing in payroll processing and benefit administration for approximately 750 employees. While payroll is the primary responsibility, individual will also have some HR duties. Successful candidate will have a working knowledge of payroll practices, a strong numbers orientation, an attention to detail and excellent organizational skills. We are looking for someone with excellent interpersonal skills and commitment to a high level of customer service. Experience with PeopleSoft software a plus. Excellent state fringe benefits.

Minimum Requirements:

Associate's degree plus four years of advanced clerical experience in payroll or any equivalent combination of education and experience.

Application Instructions:

Please send resume and cover letter to: Office of Legislative Management, Attn: Payroll Specialist Position, Room 5100, Legislative Office Building, Hartford, CT 06106 or email to CGAEMPLOYMENT@CGA.CT.GOV to be received no later than 5:00 pm on August 6, 2014.

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.