

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
PAYROLL CLERK

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

Open To: **Lateral Transfers and Candidates on a current examination list**

Location: Human Resources, Middletown

Job Posting No: 103530

Salary: * \$40,814.00 - \$53,525.00

Closing Date: **Thursday, January 24, 2013**

***New hires to state employment start at the minimum of the above salary range.**

Preferred Skills/Experience:

- Strong problem solving skills required to calculate complex adjustments to payroll.
- Possesses good written and verbal communications skills.
- Must be self-directed, task and goal oriented.
- Ability to prioritize multiple demands.
- Ability to perform accurate data entry and calculation tasks.
- Strong auditing skills.
- Ability to work independently with minimal supervision.
- Ability to work as a team player.
- Ability to maintain strict confidentiality with respect to payroll data and personnel files.
- Microsoft Office experience and/or experience using CORE/PeopleSoft (Time and labor, EPM, Benefits)

Candidates with an automated Payroll System will be given preference.

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 includes personal computer and other electronic equipment.

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.**

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

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by * **Thursday, January 24, 2013, close of business** to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356

***Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer