

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
Payroll Clerk

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

Open To: Candidates on current list and Lateral Transfer

Location: Bureau of Financial and Support Services, Human Resources Division - Payroll

Position#: **103544**

Type of Position: Permanent, Full-Time

Annual Salary: \$40,814. (CL15-Step1)

Closing Date: 12/12/12

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.**

Knowledge, Skills and Abilities:

knowledge of general office procedures, interpersonal skills; basic oral and written communications; ability to operate office equipment including personal computer or other automated equipment, must have a high degree of neatness, accuracy, thoroughness and ability to work effectively with figures, and with the public.

Perform a wide variety of Payroll Clerk duties:

- Receive and review timecards for accuracy and enter payroll for fulltime, part-time and seasonal employees into CORE Payroll System.
- Adjust payroll for collective bargaining increases, annual increases, etc.
- Calculate deductions for health insurance, group life insurance, union dues, salary adjustments, workers compensation, and other deductions.
- Respond to questions regarding payroll and attendance issues.
- Telephone/interpersonal contact with the employees, managers and supervisors.
- Computerized record keeping and preparation of reports.
- Perform other related work as required.

Preferred Skills and Ability:

Experience working with various collective bargaining contracts in interpreting and applying collective bargaining rules relating to payroll procedures; experience with automated payroll system, such as CORE-CT; familiarity with timesheet coding and processing; experience in administering employee benefits; experience in addressing customer needs and inquiries. Know/experience using Microsoft office including excel.

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, a [CT-HR-12](#) Application for Employment, Copy of DAS examination results and Current State employees must provide a copy of the last two performance appraisals to: **(Incomplete packages will not be considered)**

**Department of Energy and Environmental Protection
Human Resources Division
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Attn: Angella Levy
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Fax: (860) 424-3896**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to requirements of the Americans with Disabilities Act. Any person with a disability who may need information in an alternative format may contact the agency's ADA Coordinator at 860-424-3194, or email deep.hrmed@ct.gov. Any person with a hearing impairment may call the State of Connecticut relay number 711.