

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY

**Payroll Clerk**  
**(May be underfilled at an Office Assistant level)**

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

**Open To:** DCF employee's only on the current exam list

**Location:** Hartford, CT

**Hours:** 40 hours per week

**Job Posting No:** TH43132CO

**Salary:** Payroll Clerk, CL 16 - \$45,360.00 - \$59,316.00 (Annually)  
Office Assistant, CL 13 – \$39,709.00 – \$52,100.00 (Annually)

**Closing Date:** April 21, 2015

The Department of Children and Families is recruiting for a Payroll Clerk within the Payroll Division. The position may be underfilled at an Office Assistant level. This is a full time position 40 hours per week.

**Eligibility:** Candidates must be on the Payroll Clerk or Office Assistant examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Payroll Clerk or Office Assistant, or have attained permanent status in either class since their most recent hire date.

**Examples of Duties:** Prepares biweekly regular, overtime, and supplemental payrolls: reviews employee time cards and/or timesheets for accuracy and completeness and posts hours worked to master payroll cards; reviews personnel and/or payroll change notices and posts changes and/or adjustments to master files, e.g. new hires, transfers, reclassifications, terminations, retirements, overpayments and/or underpayments, wage increases, deduction changes (health insurance, union dues and/or fees, credit union payments, charitable contributions, bond or sheltered tax annuity payments, group life insurance payments, etc.); calculates gross wages; notes deductions on worksheets and deduction summary sheets; prepares and balances prelists for Central Payroll (Office of State Comptroller), noting both salary and deduction data OR codes standard payroll action forms in conjunction with computerized payroll system; prepares and totals various deduction worksheets, e.g. Credit Union, Medical and/or Insurance Providers, etc.; prepares and submits summary sheets and transmittal certificates OR detailed analysis of expenditure reports and expenditure certificates to Central Payroll; verifies check register and printouts from Central Payroll against worksheets and records; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; prepares supplemental payrolls such as longevity payments, vacation pay, promotional adjustments, etc.; calculates and processes retroactive payments, collective bargaining increases and annual increments; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; verifies provider checks issued by Office of State Comptroller against own records; verifies providers' bills in same manner; 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 calculate workers' compensation and/or retirement payments; may calculate and monitor payroll deductions for court ordered wage executions (garnishments); may consult division or facility supervisors regarding employee time recorded; performs related duties as required.

**General Knowledge:** 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.

**General Experience:** Three (3) years of experience in bookkeeping, accounts payable, or clerical work involving finances. **Special Experience:** One (1) year of the General Experience must have involved Payroll preparation. **Substitutions Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years. One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

**Please note:** The filling of this position shall be in keeping with established reemployment and SEBAC employment obligations.

**Application Instructions:** Interested candidates may fax or mail a state application (CT-HR-12), resume, letter of intent, (for state employees) two most recent performance appraisals all others must submit three (3) letters of SUPERVISORY references to 860-550-6433. Please reference Job Posting No. **TH43132CO** on application material. **Applications must be postmarked no later than the closing date indicated above. Incomplete application packages will not be considered. Due to the large volume of applications received we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET, HUMAN RESOURCES, 8<sup>TH</sup> FLOOR, HARTFORD, CT 06106  
Attention: Taneisha Hancel**

**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.