

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

PROCESSING TECHNICIAN #OC77128

OFFICE OF THE COMMISSIONER
FISCAL SERVICES BUREAU

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

Open To: Candidates on the current exam list for Processing Technician
Location: Connecticut Valley Hospital/Havilland Hall, Middletown, CT
Job Posting No: OC77128
Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week
Salary: \$42,755.00
Posting Date: July 30, 2013 **Closing Date:** August 5, 2013

Eligibility Requirement:

Candidates must have applied for and passed the Processing Technician 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.**

Duties include: This position has sole responsibility for managing the clerical processing functions in the various areas for which the FSB is responsible for all of DMHAS. This includes purchasing, accounts payable, accounts receivable, Asset Management, Travel Reimbursement and collection of Benefit payments for staff on Workers comp and other payments. The incumbent opens 76-110 invoices received by mail each day – stamps in, sorts and delivers to the appropriate team for payment; independently works with vendors to ensure that invoices are appropriately billed including following up on past due balances; secures approval to pay signatures from facility staff when required; completes paperwork for tax exempt status requested by vendors; establishes and maintains the vendor invoice filing system; provide clerical support to FSB staff; maintain office supplies and equipment and addressing environmental concerns; provides clerical support to Travel Reimbursement staff to process Union and state paid travel requests and reimbursements; works with Asset Management staff to properly dispose of assets in the CORE-CT system as well as record transfer info as needed and record cost adjustments; receives and processes checks for payments of benefits from employees as well as miscellaneous refunds and payroll recoveries; processes checks that are returned to agency; other duties as required.

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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Edra.Knight@ct.gov

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. **(NP-3)**