



AGENCY PROMOTIONAL EXAMINATION

TEACHER'S RETIREMENT BOARD

RETIREMENT EXAMINER (TEACHER'S RETIREMENT)

ANNUAL \$43,301**
SALARY: \$56,785

SALARY
GROUP: CL 15

APPLICATION CLOSING
DATE: JULY 11, 2014

EXAM
NO: 141040APDM

[SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.](#)

PURPOSE OF CLASS: In the Teachers' Retirement Board this class is accountable for independently performing a full range of tasks in the examination and preparation of pension computations.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **TEACHERS RETIREMENT BOARD** WHO BY **JULY 11, 2014** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **TEACHERS RETIREMENT BOARD**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: (1) Four years' experience in highly complex clerical work involving bookkeeping, accounts payable, accounts examining or finance. (2) For state employees this is interpreted at the level of Financial Clerk.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equalling one-half year of experience to a maximum of two years.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of financial record keeping principles, practices and procedures; knowledge of payroll principles, practices and procedures; considerable skill in performing arithmetical computations; interpersonal skills; oral and written communication skills; ability to analyze financial and service data of retirement accounts; ability to utilize statistical and actuarial tables in computing retirement benefits; ability to read, understand and apply laws, contracts and regulations; ability to operate office equipment including personal computers or other electronic equipment.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by JULY 11, 2014. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by AUGUST 21, 2014** **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Teacher's Retirement Board.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

*** Salary effective 7/1/14*

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, persons with disabilities and military veterans.