



EXAMINATION OPEN TO THE PUBLIC

RETIREMENT EXAMINER (TEACHERS' RETIREMENT)

ANNUAL \$40,814	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$53,525	GROUP: CL 15	DATE: MAY 1, 2013	NO: 130440CMB

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

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MAY 1, 2013:**

GENERAL EXPERIENCE: Four years' experience in highly complex clerical work involving bookkeeping, accounts payable, accounts examining or finance. (Note: 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 equaling one-half year of experience to a maximum of two years.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): 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>
(Exam questions will cover KSA's listed above.)	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: TUESDAY, JUNE 18, 2013.

APPLICATION PROCEDURE: 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. [Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 \(Secure Fax #860-622-2875\).](#) 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. **Applications must be date stamped by DAS/Human Resources or postmarked by May 1, 2013. 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>) or at the Offices of the Connecticut State Job Centers.

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.