

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
CONNECTICUT CAREERS TRAINEE
(Target Class of Retirement & Benefits Officer))

RETIREMENT SERVICES DIVISION – INVESTIGATION AND RECOVERY UNIT

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

Open To: The Public
Location: Retirement Services Division, 55 Elm Street, Hartford, CT
Job Posting No: #584
Hours: Full-Time (40 Hrs. /week)
Salary: Starting: Bachelor's Degree - \$43,353 (AR 15-1); Master's Degree: \$44,920. (AR 15-2)
Second year trainee salary: \$49,607 (AR 15-5)
Closing Date: Must be received in the office by close of business (5:00 p.m.) May 23, 2014

The Office of the State Comptroller – Retirement Services Division is currently seeking qualified candidates to underfill a Retirement & Benefits Officer position as a Connecticut Careers Trainee. The selected candidate will be accountable for mastering the skills necessary to satisfactorily complete the training program for the Retirement & Benefits Officer position.

Example of Duties:

Receives training in the investigation of possible overpayment and recovery of retirement benefits due to non-compliance; reviews and analyzes reports from Social Security and Workers' Compensation and determines impact on benefits; reviews and analyzes data bases and retirement application files maintained of disability retirees for unreported income from outside earnings, Social Security and Workers' Compensation; respond to phone calls to assist disability retirees and their representatives in understanding their benefit payment rate calculations; review and recalculate retirement application files for final audit and processing to the Payroll Unit; prepares correspondence to retirees and their representatives to document and explain disability benefit calculations; researches records to locate retirees as necessary; supports the goals of the unit and the division including identifying and reporting problems and errors, performs other related duties as required.

PREFERRED EXPERIENCE AND SKILLS:

- College training in accounting, finance, mathematics, or related fields
- Some experience involving Social Security, retirement and/or workers compensation benefits; data analysis or research
- Experience with Microsoft Office Suite of products (Word, Excel, Access, etc.) computer software a plus
- Customer Service Experience

Minimum Qualifications Required

Knowledge, Skill and Ability:

Oral and written communication skills; ability to acquire knowledge and skill required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and table; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

Experience and Training:

Possession of a Bachelor's or Master's degree.

Please Note: Appointment to position in the class shall be for a period not to exceed twenty four (24) months.

Note: The filling of the position will be in accordance with reemployment, SEBAC, transfer, promotion and merit Employee Rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a completed signed State Application Form (Form CT-HR-12–available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) (Please indicate the job posting number on the application form). No later than the closing date at the top of this announcement to:

Grace Soares, Human Resources Associate
Office of the State Comptroller/Human Resources Office
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
Fax: 860-702-3324
OSC.HR@ct.gov

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

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.