

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
FISCAL/ADMINISTRATIVE ASSISTANT

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

**Open To:** **Lateral transfers and candidates on a current examination list.**

**Location:** Middletown

**Job Posting No:** 103029

**Salary:** \$54,171 - \$68,931 (New hires to state employment start at the minimum salary range)

**Closing Date:** **Wednesday, October 29, 2014**  
(Incomplete or late application packages will not be considered)

**Eligibility Requirement:** **Candidates must have applied for and passed the FISCAL/ADMINISTRATIVE ASSISTANT exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

The Fiscal Administrative Assistant will assist with the completion and maintenance of all federal funded grants received by the Division and all special bond funded projects as required by the State Governor's Office, i.e. School Security Initiative.

**Duties:** Independently responsible for maintaining variety of complex Excel spreadsheets to assist the unit Supervisor and/or Manager in daily activities; review routine expenditures to assure they are in compliance with federally funded grant budgets; utilizes CORE-CT for reports and analysis of; grant funding; maintains database of grant award documents; tracks all DEMHS grants within database; distributes applications for federal grant awards for signature of program staff; distributes incoming/outgoing mail including email documents to the proper program staff; electronically files all grant documents to their proper folder on a shared drive; enters contracts into CORE-CT for PO creation and documentation upload for School Security grant; tracks and files all School Security grant documentation; reviews and logs all Citizen Corps program applications. Maintains and processes completion reports, along with tracking; reviewed MOA's for discrepancies. Tracks and distributes MOA's to regional partners; served the Situation Desk at the State Emergency Operation Center during activations.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and employment rules, if applicable.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, [CT-HR/12](#) (State Application) & [CT-HR/13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references by **Wednesday, October 29, 2014, close of business** to:

**The Department of Emergency Services and Public Protection**  
**1111 Country Club Road, Middletown, CT 06457**  
**Attn: Denise Shelton, Human Resources Associate**  
**or**  
**Fax: (860) 685 – 8356**

Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer**