

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:** 79967

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

**Closing Date:** **Friday, September 26, 2014**  
**(Incomplete or late application packages will not be considered)**

In a state agency, facility, or institution this class is accountable for performing a combination of basic paraprofessional work, and highly complex clerical work in fiscal and administrative functions.

**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 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.**

**Duties:** Responsible for Accounts Payable processing; coordination of grant administration procedures and practices; processes routine change orders requests and receiving reports; track and monitor expenditure activity levels; preparation of simple financial statements; assistant in the preparation of complex financial statements by gathering expenditure data for budget preparation or projection purposes; development of varied and complex procedures and activities; affords training to Fiscal Staff; may lead clerical staff and lower level employees as assigned; interacts with internal and external customers.

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

**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 two most recent performance appraisals in lieu of references by **Friday, September 26, 2014, close of business** to:

**The Department of Emergency Services and Public Protection**  
**1111 Country Club Road, Middletown, CT 06457-9294**  
**Attn: Denise Shelton, Human Resources Associate**  
**Fax: (860) 685 – 8356**

If faxing your packet; original to be mailed. 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**