

Teachers' Retirement Board
Financial Clerk

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

Open To: Candidates on a current examination list or lateral transfer
Location: Asylum Street, Hartford, CT 06106
Job Posting No: 81836 and 81647 (2 vacancies)
Hours: Full time, 40 hours per week
Salary: \$ 1,403.72 bi-weekly (minimum) CL12/Step 1
Closing Date: January 12, 2014, Sunday

The preferred candidate will possess: Superior interpersonal and customer service skills, knowledge of insurance industry terminology, ability to manage competing priorities, can adhere to strict deadlines, can perform detailed work and demonstrate knowledge, and experience in business computer software programs.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of basic bookkeeping, accounting, and financial record keeping procedures; some knowledge of payroll procedures, financial terminology and coding, statements and budget preparations; skill in performing arithmetical computations; interpersonal skills; ability to perform general clerical tasks; ability to handle large amounts of money; ability to operate a variety of office equipment which includes personal computers, computer terminals, typewriters, calculating machines, cash registers, check writing machines and other electronic equipment.

EXPERIENCE AND TRAINING: General Experience: Two (2) years' clerical experience in accounting, financial record keeping or bookkeeping. Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

To view the official job specification: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4568>

To view the pay plan: <http://das.ct.gov/HRDocs/CompPlans/CL%202013%2008%2026.pdf>

Application Instructions: Interested and qualified candidates should submit a *cover letter that describes your interest and suitability for the position, resume, and application* for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to: (you will be considered for both vacancies)

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106
Confidential Fax: (860) 622-4921 (preferred method of submission)

OR

Email to DAS.HR.SMART@ct.gov, MUST include Fin Clk 81836 (last name) in subject line

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.