

Office of the Treasurer  
**JOB OPPORTUNITY**  
Summer Worker  
Debt Management Division

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

**Open To:** The Public  
**Location:** 55 Elm Street, Hartford, CT 06106  
**Job Posting No:** 11200SW  
**Hours:** 8 am – 5 pm  
**Salary:** \$10.10 - \$11.00  
**Closing Date:** May 16, 2014

The Office of the Treasurer has one (1) full-time Summer Worker position available in the Debt Management Division.

**Examples of Duties:**

Assist with fiscal year-end reporting on the State's outstanding debt for financial reporting purposes; summarize and analyze financial information from local municipalities which are borrowers under the State's Clean Water Fund program; assist on matters related to the State's bonding programs including reviewing offering documents, participate in working group and bond pricing calls, conduct research as needed, review rating agency reports, and assist and participate in bond closing; perform related duties as needed.

**Knowledge, Skills and Abilities:**

Knowledge of Microsoft Office Suite; ability to operate office equipment, ability to work independently or in a team as required; possess strong work ethic; highly motivated, organized and able to meet deadlines; excellent interpersonal, analytical, verbal and writing skills; and ability to understand and carry out oral and written instructions.

**Eligibility Requirements:**

- (1). Experience or course work in Finance, Economics, Accounting and/or educational backgrounds relevant to functions of the division.
- (2). Undergraduate/Graduate applicants must be in good academic standing.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and an Application for Employment (CT-HR-12) to:

Office of the Treasurer  
Attn: Gail Crockett  
55 Elm Street  
Hartford, CT 06106  
Fax: (860) 702-3003  
Gail.crockett@ct.gov

**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.