

**JOB OPPORTUNITY**  
**Office of Policy and Management**  
**Fiscal/Administrative Officer**  
**(May be under filled at the level of Connecticut Careers Trainee)**  
**Criminal Justice Policy and Planning Division**

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

**Open To:** Candidates on a current examination list or a lateral transfer for Fiscal/Administrative Officer  
The public for Connecticut Careers Trainee

**Location:** 450 Capitol Avenue, Hartford, CT 06106

**Job Posting No:** 106863, 106889

**Hours:** 8:00 a.m. to 5:00 p.m. (40 hours per week)

**Salary:** Fiscal/Administrative Officer – (\$62,411 - \$80,682)  
(New hires into state service usually start at the minimum of the salary range)

Connecticut Careers Trainee – (\$43,353 with a Bachelor's degree)  
(\$44,920 with a Master's degree)

**Closing Date:** Must be received in this office by close of business (5:00 p.m.) January 17, 2014

The Office of Policy and Management seeks to fill two Fiscal/Administrative Officer vacancies in the Criminal Justice Policy and Planning Division. The intent is to hire two Fiscal/Administrative Officers, however, the vacancies may be under filled at the level of Connecticut Careers Trainee and promoted to the target class of Fiscal/Administrative Officer after successful completion of a two-year development program.

**Duties:** The duties include oversight of the maintenance of accounting records, reconciliations, and financial statements for federal programs totaling approximately \$50 million awarded to approximately 300 sub-grantees; the monitoring of sub-grantees; preparing awards to sub-grantees and reports; and compiling performance monitoring reports for the Department of Justice.

**Knowledge, Skills and Abilities:** Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management, including CORE-CT and the Division's online Grants Management System.

**Eligibility Requirements:**

For Fiscal/Administrative Officer Position - Candidates must have passed the Fiscal/Administrative Officer examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer.

For Connecticut Careers Trainee Position – Candidates must have a Bachelor's Degree.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit (1) a cover letter that describes your interest and suitability for the position; (2) resume; (3) an Application for Employment (form CT-HR-12) available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf). Indicate whether you are applying for the Fiscal/Administrative Officer or Connecticut Careers Trainee position at the bottom of page 1 on the Application; and (4) copy of educational transcript (for those who are not on the certified examination list for Fiscal/Administrative Officer and are applying for the Connecticut Careers Trainee position). **Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without above mentioned documents. Submit your application to [opm.recruitment@ct.gov](mailto:opm.recruitment@ct.gov) or

Office of Policy and Management – Human Resources  
450 Capitol Avenue  
MS# 55ADM  
Hartford, CT 06106

**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.