

**DEPARTMENT OF REHABILITATION SERVICES**  
**JOB OPPORTUNITY**  
**PAYROLL CLERK**

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

The Department of Rehabilitation Services is presently accepting applications to fill one (1) Payroll Clerk position in its Payroll Division located at its Central Office in Hartford, CT.

**Open To:** Applications will be accepted from candidates who have taken and who received a passing score on the current Payroll Clerk Examination #030100 and are on the current certification list promulgated by the Department of Administrative Services for this classification, and from candidates who already have attained permanent status in this job classification. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Position:** Payroll Clerk

**Location:** 25 Sigourney Street, Hartford, CT

**Job Posting No:** 102741

**Hours:** Monday – Friday 40 hours-per-week

**Salary Range:** \$40,814.00 - \$53,525.00 Annually (CL-15)

**Closing Date:** December 21, 2012

**EXAMPLE OF DUTIES:** Prepares biweekly regular, overtime, and supplemental payrolls: reviews employee time cards and/or timesheets for accuracy and completeness and posts hours worked to master payroll cards; reviews personnel and/or payroll change notices and posts changes and/or adjustments to master files, e.g. new hires, transfers, reclassifications, terminations, retirements, overpayments and/or underpayments, wage increases, deduction changes (health insurance, union dues and/or fees, credit union payments, charitable contributions, bond or sheltered tax annuity payments, group life insurance payments, etc.); calculates gross wages; notes deductions on worksheets and deduction summary sheets; prepares and balances prelists for Central Payroll (Office of State Comptroller), noting both salary and deduction data OR codes standard payroll action forms in conjunction with computerized payroll system; prepares and totals various deduction worksheets, e.g. Credit Union, Medical and/or Insurance Providers, etc.; prepares and submits summary sheets and transmittal certificates OR detailed analysis of expenditure reports and expenditure certificates to Central Payroll; verifies check register and printouts from Central Payroll against worksheets and records; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; prepares supplemental payrolls such as longevity payments, vacation pay, promotional adjustments, etc.; calculates and processes retroactive payments, collective bargaining increases and annual increments; performs various clerical accounting functions such as calculating balances and posting charges to expenditure accounts; verifies provider checks issued by Office of State Comptroller against own records; verifies providers' bills in same manner; keeps abreast of collective bargaining contract requirements and restrictions as related to payroll (dates for salary increases; overtime, shift differential and holiday pay restrictions, etc.); responds to employee inquiries regarding paychecks and payroll practices and procedures; maintains various records and files for payroll data and forms; may calculate workers compensation and/or retirement payments; may calculate and monitor payroll deductions for court ordered wage executions (garnishments); may consult division or facility supervisors regarding employee time recorded; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures; knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations; ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which includes personal computer and other electronic equipment. Candidates should be dependable, have the ability to maintain confidentiality and have excellent computer skills.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances.

**Special Experience:**

One (1) year of the General Experience must have involved payroll preparation.

**Substitutions Allowed:**

1. 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 a maximum of two (2) years.
2. One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

**NOTE:** Applications will be accepted from candidates who have taken and who received a passing score on the current Payroll Clerk Examination #030100 and are on the current certification list promulgated by the Department of Administrative Services for this classification, and from candidates who already have attained permanent status in this job classification. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. This position may be filled by candidates from the mandatory Re-employment and SEBAC Lists, if applicable.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application form if you have faxed the materials. Due to the large number of applications received, we cannot confirm receipt of applications. Please mail or fax your completed State of Connecticut Application For Examination or Employment (CT-HR-12) to:

**Sabrina Betts, Human Resources Specialist  
Department of Rehabilitation Services  
25 Sigourney Street – 11<sup>th</sup> Floor  
Hartford, CT 06106**

**Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 21, 2012, CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**

**The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**