State of Connecticut
JOB POSTING

MILITARY DEPARTMENT
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE ASSISTANT

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

Open To: Candidates on a current exam list

Location: Hartford Armory

Job Posting No: 110205

Hours: Monday through Friday, 8:00 A.M. to 4:30 P.M.

Salary: $54,171.00 - $68,931.00

Closing Date: November 7, 2014

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 for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Knowledge of state bookkeeping, financial record keeping and basic governmental accounting principles; knowledge of basic procedures and of budget preparation and control; basic interpersonal skills; oral and written communication skills and considerable ability in arithmetic computations; ability to audit financial documents.

General Experience: Four (4) years in complex clerical work in one or more fiscal administrative functions such as accounting, accounts examining, budget management, grant administration or purchasing.

See Job description for Fiscal Administrative Assistant at: http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4160

Substitution 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 Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

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, a resume, and a State application (CT-HR-12) available at www.das.state.ct.us for Employment to:

MILITARY DEPARTMENT
HARTFORD ARMORY
360 BROAD STREET
HARTFORD, CT 06105
HUMAN RESOURCES, ROOM # 141
FAX NUMBER 860.548.3218

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.