

Connecticut General Assembly
JOB OPPORTUNITY
Payroll Assistant - Office of Legislative Management

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

Open To: The Public

Location: Hartford

Hours: Full-Time

Salary: Beginning salary for a candidate meeting the minimum requirements is \$52,751

Closing Date: September 20, 2019

General Knowledge:

Full-time position in Human Resources for the state legislature in Hartford specializing in payroll processing and benefit administration for approximately 750 employees. While payroll is the primary responsibility, individual will also have some HR duties. Successful candidate will have a working knowledge of payroll practices, a strong numbers orientation, an attention to detail and excellent organizational skills. We are looking for someone with excellent interpersonal skills and commitment to a high level of customer service. Experience with PeopleSoft software a plus. Collaborative working environment and excellent state fringe benefits.

Minimum Requirements:

Associate's degree plus four years of advanced clerical experience in payroll or any equivalent combination of education and experience.

Application Instructions:

Please email resume and cover letter to CGAEMPLOYMENT@CGA.CT.GOV or mail to Office of Legislative Management, Attn: Payroll Specialist Position, Room 5100, Legislative Office Building, Hartford, CT 06106 to be received no later than 5:00 pm on September 20, 2019.

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.