

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #2199**

**OPEN COMPETITIVE EXAMINATION FOR: PAYROLL CLERK I**

**SALARY: \$33,630.86 ~ \$44,771.72/yr., paid hourly, \$18.48 ~ \$24.60/hour, 35 hours/wk., paid bi-wkly.**

(NOTE: NEW HIRES START AT THE BEGINNING OF THE RANGE)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Days; paid Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

APPLICATIONS: May be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

**December 17, 2018**

**IMPORTANT:**

1. Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

**EXAMPLES OF WORK:** (Illustrative only)

Enters data from timesheet, time cards or other records to produce a payroll file;  
Collects payroll information, such as withholdings for new employees and changes for established employees, to update employee files;  
Receives computer printout and performs batch entry balancing;  
Prepares and distributes paychecks to departments;  
Keeps weekly attendance records, such as vacation and sick time use, to account for paid time off;  
Monitors salary account appropriation to assure compliance with budget;  
Maintains records of financial charges to other departments for work performed by employees to provide information to department heads;  
Education payroll clerks record the number of days per year that substitute teachers work; Does related work as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Some knowledge of basic accounting and payroll processing procedures; Ability to use a computer keyboard and enter data with speed and accuracy; Ability to follow complex oral and written directions.

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**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:**

Two (2) years' experience performing payroll processing using a computerized payroll system and graduation from high school.

**COPIES OF REQUIRED DOCUMENTS MUST BE SUBMITTED  
AT TIME OF APPLICATION  
DIPLOMA/TRANSCRIPTS**

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees Association-WCEA. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. Appeal Process- An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER  
E.O.E. M/F/H/V

EEOP Utilization Report available upon request

12/4/18 mj