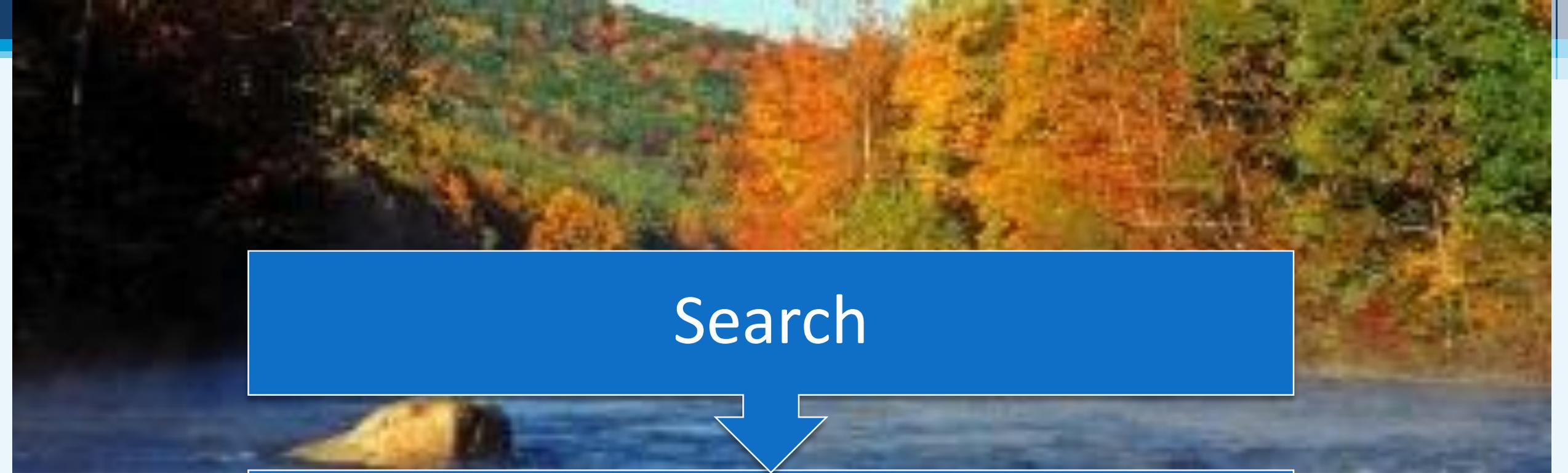


How Do I Get the Job with the State of Connecticut?

The State of Connecticut is transforming its recruitment process by moving to a paperless Online Employment Center





Search

Apply

Selection



Search

- View current [Job Openings](#) and select any that you believe are the right opportunity.
- Sign up for [Interest Cards](#) to receive notification each time a new position opens in the desired categories of your choice.
- Create a [Master Application](#) to store your relevant information.

Search: www.jobapscloud.com/ct

The screenshot shows the top navigation bar with the 'ct.gov' logo and 'Connecticut's Official State Website' text. Below this is a banner for the 'Connecticut State Department of Administrative Services' featuring the state seal and a decorative background. A left-hand navigation menu lists: Job Openings, My Applications, New User Registration, Job Classes, Interest Cards, and Closed Jobs. The main content area is titled 'Job Openings' and includes social media links (Facebook, Twitter, LinkedIn, Email). A central section for the 'STATE OF CONNECTICUT EXECUTIVE BRANCH ONLINE EMPLOYMENT CENTER' provides instructions on how to search for job openings and includes a search bar and a 'How do I...' help dropdown. Below this are two prominent buttons: 'Open Job Quick Links' (orange) and 'Application Template' (dark blue). The 'Application Template' section contains a table with two columns: 'Job Title' and 'Description'. The table lists a 'Master Application' that can be updated for copying and used as a template for new applications.

Job Title	Description
Master Application Keep updated for copying	You can update your Master Application at any time to keep it up-to-date. You can use it to copy into any new application.



Select and view job openings anytime on any device

Read through the job opening & make sure it is the job for YOU:

Associate Accountant

Recruitment #MSL-0941AR-DDT

Date Opened	8/16/2017 1:39:00 PM
Job Type	Open to the Public
Close Date	Continuous Recruitment

[Go Back](#)

[Click HERE to apply](#)

[Click HERE to view benefits](#)



PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for performing the most complex accounting tasks within a variety of accounting programs and systems. This class may also be accountable for lead or consultative responsibility.

EXAMPLES OF DUTIES

Establishes and implements accounting sub-systems such as procedures for paying and collecting activities, procedures for issuance of grants, loans or subsidies, establishment of rates or schedules of fees, establishment of account charts for classification of transactions; maintains fiscal controls by authorizing non-routine

Make sure you meet the Minimum Qualifications and Apply

MINIMUM QUALIFICATIONS: GENERAL EXPERIENCE

Four (4) years' experience above the routine clerk level in office support or secretarial work.

SPECIAL EXPERIENCE

One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

SUBSTITUTIONS ALLOWED

College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

Note: The Manager and/or Director level designation is reserved for incumbents with full time responsibilities for a major program. Their work is broadly guided by department policies and goals, and they usually report to the highest level administrators within an organization. The Manager and/or Director will have supervisory responsibilities, but the emphasis of the position will be on management activities. These activities can include such things as formulating program goals and objectives, developing and implementing program policies and procedures, developing and maintaining the program budget, identifying and coordinating both internal and external resources, maintaining high level and sensitive contacts with the public, officials, etc. and regularly acting as the representative of the department on sensitive program related activities.



Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.

 Apply Online



Apply

- Tailor your Master Application for each position you apply for.
- Proofread and complete each application in its entirety.
- Do not falsify any information.
- Make sure to save your changes and submit your application.
- You will be notified via email whether or not you qualify and your name has been placed on an eligible list.

To Apply: Create New User Registration

- **You are required to provide a valid email address.**
- If you do not have an email address or don't know how to set up an email address....**no problem.** The State of CT DOL has provided [instructions for creating an email address](#) and there are many providers that offer free email. **NOTE: The State of Connecticut Department of Administrative Services, Statewide Human Resources Management Division is not affiliated with, nor does it endorse, any particular email provider.**
- **You do not need to have a computer in your home to establish an email address.** we suggest that you use the computer of a friend or family member, or visit your local [American Job Center](#). You can also check computer availability at your local library.

Apply Now



How To Create New User Registration

You will need to agree to a Terms of Use Agreement

Your Responsibilities as the Applicant

1. Create a user account.
2. Before submitting your application to the State of Connecticut, it is your responsibility to ensure correctness of all information submitted in the application. If you would like a copy of the application for your records, it is your responsibility to print a copy of the application.
You are required to provide a valid email address. Check to be sure that you receive an email confirming that your application was sent to the State of Connecticut.
This email is sent immediately upon receipt of your application. You should receive this confirmation email within one day after clicking on the "Submit" button.
3. If you do not receive the confirmation email, it is your responsibility to contact the State of Connecticut, Statewide Human Resources Management. If you fail to do so, your application may not be considered for the opening for which you have applied.

Note

Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the internet.

The State of Connecticut, and the developers of the State of Connecticut online employment application system are not responsible or in any way liable for any computer hardware or software malfunction which may affect your employment application or the applicant selection process. By accepting the Terms of Use Agreement set forth here, you agree to all of the above terms and you agree to use this online employment application system only for the submission of bona fide employment applications to State of Connecticut. Any other use of this online employment application system, shall be a violation of this Terms of Use Agreement.

I agree with the above terms of use.

I am a NEW USER

I have REGISTERED PREVIOUSLY

Cancel

How To Create New User Registration

You will need to provide the following specific to YOU so that we can make sure your information is secure:

- First Name
- Last Name
- Middle Initial
- First 3 Letters of Last Name at Birth
- Last 4 Digits of Primary Phone Number
- Your Most Recent Zip Code Number
- Last 4 Digits of Your Social security Number
- Month of Birth
- Day of Birth
- Email Address
- Create a User ID – up to 10 characters
- Create a Password – 8 characters minimum; must include both letters and digits
- Be Sure to Remember Your User ID and Password for future use

Create a Master Application

ct.gov Connecticut's Official State Website



Connecticut State Department of Administrative Services

- Job Openings >
- My Applications >
- New User Registration >
- Job Classes >
- Interest Cards >
- Closed Jobs >

Master Application

Use as a template for any application

Recruitment #AF-010101-000

Date Opened	7/1/2017 12:01:00 AM
Job Type	Open to the Public
Close Date	Continuous Recruitment

[Go Back](#)

[Click HERE to apply](#)

[Click HERE to view benefits](#)



INTRODUCTION

Please note that this bulletin is ***not*** an open job.

This is your **Master Application** which can be updated whenever your skills, employment history, education, etc. changes. The Master Application can be used to copy into an application for an open job so that you don't have to re-type your information each time you create a new application. For a list of open jobs, please click the www.jobapscloud.com/ct to view the State of Connecticut's main Open Jobs page.

Create a Master Application



Master Application #AF-010101-000

You may fill out the application in any order by clicking on the tabs

Help

Job Info

EEO/Vet

Profile

School

Work

Resume

Review

Submit

Exit

Profile and General Information

You are REQUIRED to Save & Continue this section for EACH application submitted.

FILL OUT THE APPLICATION COMPLETELY.

- You are required to complete all questions with an **asterisk ***.
- This application is part of the examination process. Your answers will determine your eligibility to participate in the next phase of the selection process.
- Clearly describe your qualifications in detail. Credit cannot be given for education, training, experience, knowledge, skills, and abilities that you fail to indicate.
- Do not leave any answer spaces blank; if a question does not apply, write "N/A".
- Although you may include a resume to further describe your qualification, it does not substitute for completing the application form. An incomplete application form may result in disqualification. Do NOT write "see resume" in your work history, education, or responses to any supplemental questions.
- Failure to comply with these instructions may result in disqualification.
- Read the Announcement carefully for specific filing instructions, supplemental questions, and final filing dates.
- Please review your contact information to confirm it is current and make any updates as needed.
- When entering your information, do not use all caps or all small letters. Please use sentence formatting with both capital and small letters, like this example of a street address: 123 E. Jones Street.
- If you are copying and pasting information from a Word document, save the Word document as text, open in Notepad, and copy and paste the information from Notepad to remove all hidden Word formatting and special characters.

You will create a Master Application online by completing each tab as shown above. Save your Master Application. You can simply copy and update it for any future job opening you are interested in.



Selection

- The hiring agency will review the eligible list.
- You will be notified via email to self-schedule an interview, if the hiring agency further considers your application.
- The hiring agency will notify you whether or not you are the selected candidate.