

OFFICE OF THE TREASURER
Pension Funds Management Division
JOB TITLE: Investment Technician 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE END OF THE DOCUMENT!

Open To: The Public
Location: 55 Elm Street, Hartford, CT 06106
Job Posting No: 11207
Hours: 8 AM to 5:00 PM (1st shift)
Salary: \$51,630
Closing Date: December 19, 2014

Examples of Duties:

Implements operating procedures designed to maximize staff efficiency in clearing, recording and accounting of all security transactions for all investment functions managed by the State Treasurer; maintains appropriate internal control procedures; works with brokers and bank custodians in clearing security transactions for all investment funds; maintains records of brokerage affiliates; reviews quarterly interest reports furnished by bank and distributes quarterly income payments to participating municipalities and state agencies; prepares reports on investment performance and management of monies of department; may review work of staff to ensure accurate and timely handling of daily investment transactions; may prepare reports required by regulatory agencies; performs related duties as required.

Knowledge, Skills and Abilities:

Considerable knowledge of broad practices of investment procedures to include mutual funds, short term bond instruments and student loan programs; considerable knowledge of investment terminology; knowledge of effective training techniques; some knowledge of basic accounting principles and practices interpersonal skills; oral and written communication skills; considerable ability to prepare graphs, charts and related statistical diagrams; ability to utilize computer software; advanced Excel skills and experience with wire transfers preferred.

General Experience:

Five (5) years of technical experience in a financial organization involving the purchase, recording and sale of investment securities.

Substitution Allowed:

College training in business administration, economics, finance, accounting or closely related field 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.

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, resume, two (2) professional letters of reference, and an [Application for Employment \(CT-HR-12\)](#) with job posting number included to:

OFFICE OF THE TREASURER
55 ELM STREET
HARTFORD, CT 06106
Attn: Theodore Janiszewski, Principal HR Specialist
Theodore.janiszewski@ct.gov
Fax: (860) 702-3003

Applications will be accepted by mail, fax or email. Late or incomplete applications will not be considered.

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.