

**DEPARTMENT OF REVENUE SERVICES  
JOB OPPORTUNITY**

**PARALEGAL SPECIALIST 1 - Office of Counsel**

- OPEN TO:** Candidates on a current examination list or Lateral Transfers
- LOCATION:** Dept. of Revenue Services, 25 Sigourney St., Hartford, CT 06106
- SALARY:** \$50,126 – \$63,987 (Annually)      **WORK HOURS:** 40 hour work week
- CLOSING DATE:** Tuesday, February 25, 2014      **POSTING NUMBER:** 13-58
- ELIGIBILITY:** Candidates must have status as a Paralegal Specialist 1 or have passed the Paralegal Specialist 1 examination and be on the list promulgated by the CT Department of Administrative Services (DAS). Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**POSITION DESCRIPTION:** The [Department of Revenue Services](#) has an immediate need for a motivated [Paralegal Specialist 1](#) to independently perform a full range of tasks in providing paraprofessional legal assistance to the Office of Counsel. The successful candidate will have experience in handling litigation matters, including experience in using the state's judicial e-filing system; excellent customer service and interpersonal skills; excellent organizational skills; technical experience and knowledge of automated office systems, EXCEL, MS Word; ability to work both independently and in a team environment; ability to effectively work with critical deadlines; and the ability to work in a fast-paced environment. Tax experience is a plus.

**KEY RESPONSIBILITIES INCLUDE:**

- performs legal research;
- responsible for maintaining an updated calendar of all court related matters, including filing deadlines;
- responsible for the reproduction and maintenance of legal records and exhibits;
- responsible for maintaining current and organized litigation and legal files;
- responsible for developing office procedures relating to litigation and legal files;
- interprets statutes with reference to state administration;
- answers routine correspondence and telephone inquiries;
- responsible for assisting in the production and preparation of documents in connection with discovery and trial;
- prepares legal and administrative reports;
- may schedule pre-trials and other conferences with the court and opposing counsel;
- may assist in review of cases and/or petitions;
- responsible for preparing and filing routine pleadings, motions and other documents with the court;
- may perform business mathematical computations;
- related duties as assigned.

**NOTE:** The filling of this position will be done in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a completed state [Application for Employment](#) (CT-HR-12) to the address listed below. **We are unable to accept applications by email or fax.**

Department of Revenue Services  
Human Resources, 19<sup>th</sup> Floor  
25 Sigourney St.  
Hartford, CT 06106  
Attention: [Patricia Ferrantino](#)

*The Dept. of Revenue Services is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.*