

State of Connecticut
JOB POSTING

**DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE CLAIMS COMMISSIONER
Paralegal Specialist 1**

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

CLASSIFICATION: Paralegal Specialist 1 (position 0734)
SALARY GROUP: AR 18 (\$48,666 - \$62,123 annually or \$1,864.60 - \$2,380.20 Biweekly)
(Note: those new to state service start at \$48,666)
LOCATION: Office of the Claims Commissioner, 999 Asylum St., Hartford, CT.
SHIFT: Full-time 40 hours
CLOSING DATE: November 29, 2011

Looking for an enthusiastic, take-charge individual who enjoys working independently.

Eligibility: Candidates must have applied for and passed the Paralegal Specialist 1 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Purpose of Class:

In a state agency this class is accountable for independently performing a full range of tasks in providing paraprofessional legal assistance to an attorney.

Examples of Duties, but not limited to:

Principally performs duties above clerical level involving processing of legal work of an agency or commission; acts as liaison between legal and clerical staff of an agency; may participate in scheduling and calendaring of individual cases coming before agency administrative proceedings including coordination of various steps of public hearings and/or public meetings; performs legal research; assists in drafting legislation, advisory opinions and various legal documents such as briefs, writs and pleadings; keeps abreast of latest court rules, decisions and calendar changes; notifies attorneys of court deadlines; oversees reproduction of legal records and exhibits on appeal; maintains records of cases, pleadings, statutes and other related documents; assists attorneys in developing office procedures, operations manuals and filing systems; interprets statutes with reference to state administration; answers routine correspondence and telephone inquiries; prepares legal and administrative reports; interviews witnesses and clients; may present written and oral arguments at administrative hearings; may assist in review of cases and/or petitions for procedural compliance with agency administrative hearing rules and procedures; performs related duties as required.

Minimum Qualifications Required: Knowledge of basic legal processes; knowledge of legal terminology and legal forms, knowledge of legal research techniques, knowledge of office management principles and practices, basic knowledge of statutes and regulations; interpersonal skills, oral and written communication skills, ability to read, understand and interpret laws, legal documents and other written materials.

Preferred Skills & Abilities: Ability to deal within a high volume complaint environment, manage status of claims, draft basic legal documents such as orders, and has the ability to work effectively under pressure.

Note:

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

Interested candidates must mail the following: cover letter, a completed State Employment Application (CT-HR-12), resume and the last 2 performance evaluations by **November 29, 2011** to:

Eileen Morin
DAS/Small Agency Resource Team
165 Capitol Avenue, 5-East
Hartford, CT 06106
OR
Fax: (860) 713-7473

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.