

# BOARD OF PARDONS AND PAROLES JOB OPPORTUNITY

## Legislative and Administrative Advisor 2

**Open To:** The Public  
**Location:** Board of Pardons and Paroles, Waterbury, CT  
**Shift:** Monday – Friday – 1<sup>st</sup> Shift  
**Hours:** 40 hours per week  
**Position:** 00113044  
**Salary:** MP 63 - \$80,261 - \$109,428 Annually  
**Closing Date:** January 20, 2016

**Eligibility Requirement:**

Two (2) years of experience as an attorney with some responsibility for research, development, planning and review of legislative and regulatory programs.

**Special Requirement:**

Incumbents in this class must be a member of the Connecticut Bar in good standing.

**Minimum Qualifications:**

Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of basic law, legal processes, legal principles and practices and administrative law; considerable knowledge of legal research techniques; considerable knowledge of legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret, analyze and prepare legislation and other legal documents.

**Preferred Experience:**

In the BOPP, this individual will be responsible for interpreting and advising the Board on complex legal and legislative issues relative to Freedom of Information (FOI) inquiries, contested parole violation (revocation) hearings, pardons hearings and other areas that require legal guidance. The position will serve as a legislative liaison and assist with legal challenges surrounding the interpretation of newly enacted statutes, existing statutory interpretations, drafting and updating of regulations as well as habeas and other actions filed against the agency. This position will also act as an assistant administrator to the Executive Director of the Board and oversee newly established Expedited Parole and Pardons functions. The ideal candidate will have in depth knowledge of and experience with the Connecticut criminal justice system including corrections, probation and parole.

**Note:**

The filling of this position will be in accordance with reemployment, transfer, promotion and merit employment rules. Department of Correction employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**Application Instructions:**

Qualified candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations, an application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf) and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf) . Please mail your information to:

**Jim Faulkner, Human Resources Specialist  
Department of Correction Recruitment Unit  
24 Wolcott Hill Road  
Wethersfield, CT 06109**

*State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.*

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