



STATE OF CONNECTICUT

OFFICE OF EARLY CHILDHOOD



EMPLOYMENT OPPORTUNITY

STAFF ATTORNEY 2 (May underfill as a Staff Attorney 1)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open to: The Public

Location: 410 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 4:30 p.m.

Job Posting #: #022-111477

Salary Range: \$84,204 – \$107,758*

Closing Date: September 22, 2016

Note: *New hires to state employment start at the minimum of the above salary range.

ELIGIBILITY REQUIREMENT:

Candidates must meet the minimum experience and training requirements (see below) in order to be considered. Applicants must be admitted to practice law in the State of Connecticut at the time the application for this posting is submitted and be in good standing.

EXAMPLES OF DUTIES:

Performs advanced and complex legal work of an agency; researches, interprets, analyzes and applies complex and conflicting laws and regulations, case law and legal principles; acts as hearing officer or represents agency in formal administrative and public proceedings on a full range of cases involving complex legal and technical issues; negotiates and drafts settlement agreements; drafts advisory opinions, rulings, decisions, recommendations, findings, legislation, statutes, regulations, publications and other related legal documents; assists in the preparation and presentation of trials and appeals; consults with the Office of the Attorney General on legal issues; researches complex legal issues; conducts investigations and enforcement proceedings; prepares comprehensive reports for use in administrative and court proceedings; prepares pleadings and other court papers; interprets and applies complex or conflicting laws and regulations, case law and legal principles; participates in the conduct of various educational activities; provides legal guidance when duly authorized; provides input into policy formation; may testify at or monitor legislative proceedings; may represent agency in court when authorized; reviews court decisions, new and proposed laws and regulations to determine impact on agency operations; prepares and maintains precedent manuals; reviews legal and other related documents for legal sufficiency; performs related duties as required.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Considerable knowledge of legal principles, practices and procedures in Connecticut; considerable knowledge of legal research techniques; considerable knowledge of the Uniform Administrative Procedures Act; considerable knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable knowledge of relevant agency policies and procedures; knowledge of the rules of evidence; knowledge of criminal and constitutional law and legislative process; considerable interpersonal skills; considerable oral and written

communication skills; considerable ability to apply judicial decisions to the interpretation of statutes; considerable ability to comprehend, analyze and organize technical data and coordinate elements of legal cases.

MINIMUM EXPERIENCE AND TRAINING REQUIRED:

General Experience:

Two (2) years of experience in the practice of law.

Special Requirement:

- 1) Must be admitted to practice law in the State of Connecticut
- 2) Incumbents in this class may be required to travel.

Preferred Experience:

The preferred candidate has the following experience:

- Experience in litigation and/or matters governed by the uniform administrative procedures act;
- Experience providing legal analysis and/or statutory interpretation as related to laws applying to children, childcare and/or early education issues or disputes;
- Experience drafting and negotiating settlement agreements;
- Experience performing legal research and writing.

APPLICATION PROCEDURE:

All required documents must be received by close of business on the closing date in order to be considered for an interview. Interested candidates should reference job announcement #022 in the application materials and submit the following documents to address listed below:

1. Cover letter and resume.
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Administrative Services website at <http://das.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings, in addition to the materials listed above.

**Office of Early Childhood
165 Capitol Avenue, Room G-16
Hartford, CT 06106
ATTN: Mr. Chris Beloff
TEL: (860) 713-6697**

Applications will be accepted via U.S. mail or hand delivery only.

The Office of Early Childhood is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Office of Early Childhood does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Office of Early Childhood's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER