

DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
OFFICE OF THE COMMISSIONER  
AGENCY LEGAL DIRECTOR

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

Open To: The Public  
Location: 165 Capitol Avenue, Hartford, CT 06106  
Hours: 8:00 a.m. – 5:00 p.m.  
Job Posting # 00059002 – File #761  
Salary Range: \*\$99,559 - \$127,707  
Closing Date: April 5, 2012

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

**General Knowledge:**

Conduct the day-to-day activities of the agency's Legal and Governmental Affairs Office which reports directly to the Commissioner of Education.

**Example of Duties:**

Directs staff and operations of the agency's legal division; coordinates, plans and manages division activities; formulates program goals and objectives; develops or assists in development of related policies; interprets and administers pertinent laws; manages employment law matters as necessary, evaluates staff; prepares or assists in preparation of division budget; maintains contacts with individuals both within and outside of division who might impact on program activities; in consultation with the Attorney General's office, assists in implementing relevant court decisions and orders, directs the research of legal issues or researches complex legal issues relating to the agency; examines potential litigation and makes recommendations to agency Commissioner; drafts legal memoranda, declaratory rulings; participates in the drafting and review of all proposed legislation, regulations and agency policies and guidance documents; oversees the drafting and administrative review of all agency contracts and agreements; will manage all FOIA requests for the agency; conducts investigations as required; may act as agency legislative liaison; may testify before legislative committee; performs related duties as required.

**Qualification:**

**Knowledge, Skill and Ability:**

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of the Uniform Administrative Procedures Act; considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to interpret relevant State and Federal laws, statutes and regulations; considerable knowledge of legal practices and procedures in federal courts and state venues; considerable knowledge of legislative process; considerable interpersonal skills; considerable oral and written communication skills.

**Minimum Experience and Training Required:**

**General Experience:**

Five (5) years experience practicing law.

**Special Experience:**

Three (3) years of the experience must have been at the advanced working level, practicing law related to education and employment law.

Two (2) years of the General Experience must have been in a supervisory or managerial capacity.

NOTE: Managerial experience is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies and developing and/or monitoring a budget.

**Special Requirement:**

Must be admitted to practice law in the State of Connecticut.

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

**Application Instructions:**

Interested candidates should reference announcement #761, submit a letter of application and resume with details of experience and training, three pertinent professional letters of recommendation and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to:

**Department of Education**  
**Debra Paradis, Principal Human Resources Specialist**  
**165 Capitol Avenue – Room G-16**  
**Hartford, CT 06106**  
**Telephone: (860) 713-6695**  
**Fax: (860) 713-7011**  
**E-Mail: [debra.paradis@ct.gov](mailto:debra.paradis@ct.gov)**

*Applications must be postmarked no later than the closing date listed above. **All required documents must be submitted to be considered for interview.***

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education 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 Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education’s nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101. [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).”

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