

DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY  
**AGENCY LEGAL DIRECTOR**

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

**Open To:** The Public  
**Location:** 460 Capitol Ave., Hartford  
**Job Posting No:** 00080272  
**Hours:** 40 hours/week - Monday-Friday – first shift  
**Salary:** \$99,559 – \$127,707 (MP-70)  
**Closing Date:** June 3, 2013

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and special requirements may apply.

**Examples of Duties:**

The position directs staff and operations of the DDS' legal division. Coordinates, plans and manages division activities. Interprets and administers pertinent laws. Oversees all aspects of quality assurance, fiscal integrity, Abuse/Neglect reporting and responses. Interface with the Attorney General's Office on litigation. Examines potential litigation and makes recommendations to DDS Commissioner. Represents DDS in Probate and Superior Court. Conducts all administrative hearings. Performs the functions of Ethics Liaison Officer and HIPAA Privacy Officer on behalf of the department. Performs related duties as required.

**Knowledge, Skills and Abilities:**

Considerable knowledge of and ability to apply management principals 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 processes; considerable interpersonal skills; considerable oral and written communication skills.

**General Experience:**

Five (5) years of experience practicing law.

**Special Experience:**

- 1 - Three (3) years of the experience must have been at the advanced working level, practicing law related to the agency's business or operations.
- 2 - 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 Requirements:**

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

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, and a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam) including the Position #. Current State employees must also provide a copy of his/her last two performance appraisals. Non-State employees must submit 2 letters of reference. **All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Send Applications To:**

**Department of Developmental Services — Central Office**  
**460 Capitol Avenue**  
**Hartford, CT 06106**  
**Attn: Ms. Daimar Ramos**  
**Email: [Daimar.Ramos@ct.gov](mailto:Daimar.Ramos@ct.gov) Phone: 860-418-6121 Fax: 860-418-6004**

**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.