



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
STAFF ATTORNEY 2

[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: 82900
Hours: 40 hours/week – Monday - Friday (1st shift)
Salary: \$79,369 – \$101,571 (AR-28) *employees new to state service start at bottom of range
Closing Date: January 13, 2014

Examples of Duties:

This position provides essential professional legal services in the DDS Division of Legal and Government Affairs.

Connecticut General Statutes §17a-247b requires DDS to establish and maintain a registry of individuals who have been terminated or separated from employment as a result of substantiated abuse or neglect and to conduct a hearing in accordance with sections 4-177 to 4-181a, inclusive, governing contested cases prior to placing an individual's name on the registry. The primary focus of this position will be representing the agency in such hearings.

Both in this role and in all other matters the position will perform the full range of Staff Attorney 2 functions including but not limited to: performing advanced and complex legal work; assisting in the day-to-day administration of the agency's legal activities; providing lead legal counsel for a broad range of legal problems of wide diversity, specialty knowledge, or high complexity; independently preparing, analyzing and reviewing various legal documents, opinions, regulations and statutes; advising on policy formulation; drafting regulations and legislation; and serving as counsel, lead practitioner; special project management or other related duties on a permanent, regular, or intermittent basis. Will perform related duties as required.

In addition, this is one of only three attorney positions within DDS. As an agency with approximately 4,400 employees, an annual budget in excess of \$1 billion, contracts with nearly 200 private providers of service and party to a number of long term, complex and broad reaching legal actions, it plays a key role in ensuring of quality assurance, fiscal integrity, abuse/neglect reporting and responses, interface with the Attorney General's Office on litigation, representation of DDS in Probate and Superior Court, and all administrative hearings.

Minimum Qualifications Required 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.

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

Special Requirements:

1. Must be admitted to practice law in the State of Connecticut.
2. May be required to travel.

Preferred Skills & Experience:

- Litigation experience useful
- Familiarity with the abuse and neglect regulations for DDS
- Strong oral and written communication skills
- Ability to work independently and as part of a team
- Ability to multi-task
- Appropriate computer skills

Career Progression:

After completion of three (3) years of successful and satisfactory performance as a Staff Attorney 2 in the same agency, an incumbent will be moved to the Staff Attorney 3 classification (on the first pay period following the completion of the three (3) year requirement).

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

Application Procedure:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

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

Application materials can be mailed, faxed, or emailed.

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.