

OFFICE OF GOVERNMENTAL ACCOUNTABILITY
Office of State Ethics
JOB OPPORTUNITY

PARALEGAL SPECIALIST (JOB CLASS 6142) PCN 292

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on the current exam list and lateral transfers
Location: 18-20 Trinity St., Hartford, CT Refer to www.ct.gov/ethics for a description of the Office
Hours: 40 per week Monday-Friday
Salary: AR-22 \$63,215 – \$81,807 annual (new hires to State service start at the minimum)
Closing Date: October 13, 2015 Applications must be received no later than 5:00 PM

Eligibility Requirement:

Candidates must be on the current certification list promulgated on 10-14-14 by the Department of Administrative Services (DAS) for the classification of Paralegal Specialist. State employees currently holding that title or those who have previously attained permanent status as Paralegal Specialist 2 may apply for lateral transfer.

Required Knowledge, Skill and Abilities:

Refer to DAS Class Specification for class code 6142 Paralegal Specialist.

Preferred experience and abilities:

Experience with, and demonstrated ability to, access and maintain electronic dockets and databases is preferred.

Example of Duties:

Interprets complex state statutes and federal regulations governing legal records and documents; determines and applies applicable state statute and/or regulation in preparing documentation; interprets court rules and agency policies and regulations; keeps abreast of the latest court rules, calendar changes and pending legislation; monitors and adheres to court deadlines; reviews legal documents and prepares legal documents such as briefs, writs and pleadings for court filings; responds to relevant case information requests from courts; performs legal research and analysis of law sources such as statutes, legal articles, legal decisions, opinions, rulings, memoranda and other legal material; prepares draft legal documents; provides paralegal assistance by interpreting applicable legal provisions, regulations, precedents and policies; responds to requests and obtains information of sensitive nature; acts as liaison between agency, court system, relevant attorney's offices and general public; serves as agency liaison regarding relevant policies and procedures; prepares legal and administrative reports; updates and maintains case records, pleadings, policy manuals and filing systems; assists in the drafting of proposed legislation and advisory opinions; provides training and assistance to staff; may perform business mathematical computations; performs related duties as required.

Application Instructions:

Qualified candidates must submit a cover letter, describing your suitability for the position, and the required CT-HR-12 State Employees Application (available online at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf), INCLUDING Addendum form CT-HR-13 if applicable, to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department
18-20 Trinity St. 5th Floor, Hartford, CT 06106

Preferred method of submission: by secure Fax to 860-622-4927 OR attached to e-mail sent to OGA.HR@ct.gov
Refer to PCN 292.

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

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.