



JOB OPPORTUNITY
State of Connecticut
Office of the Attorney General
Paralegal Specialist 1

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

Open To: The Public, State Employees

Location: Office of the Attorney General, 55 Elm Street, Hartford, CT 06106

Job Posting Number: 00105722

Hours: 40/week; 8:00 a.m. – 5:00 p.m.

Salary: Minimum \$50,126 annually

Closing Date: February 7, 2014

The Office of the Attorney General is currently recruiting for a full-time, permanent *Paralegal Specialist 1* position. Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules, if applicable.

Eligibility Requirement: Candidates must have passed the **Paralegal Specialist 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the title of Paralegal Specialist 1 or those who have previously attained permanent status in this class may apply for lateral transfer. **Applicants will not have the opportunity to take the examination for this class prior to the closing date to qualify for this particular vacancy.**

EXAMPLES OF DUTIES:

Principally performs duties above clerical level involving processing of legal work of an agency or commission; acts as liaison between legal and clerical staff of an agency; performs legal research; assists in drafting legislation, advisory opinions and various legal documents such as briefs, writs and pleadings; keeps abreast of latest court rules, decisions and calendar changes; notifies attorneys of court deadlines; oversees reproduction of legal records and exhibits on appeal; maintains records of cases, pleadings, statutes and other related documents; assists attorneys in developing office procedures, operations manuals and filing systems; interprets statutes with reference to state administration; answers routine correspondence and telephone inquiries; prepares legal and administrative reports; interviews witnesses and clients; may present written and oral arguments at administrative hearings; may participate in scheduling and calendaring of individual cases coming before agency administrative proceedings including coordination of various steps of public hearings and/or public meetings; may assist in review of cases and/or petitions for procedural compliance with agency administrative hearing rules and procedures; may perform business mathematical computations; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of basic legal processes; knowledge of legal terminology and legal forms; knowledge of legal research techniques; knowledge of office management principles and practices; basic knowledge of statutes and regulations; interpersonal skills; oral and written communication skills; ability to read, understand and interpret laws, legal documents and other written material; ability to utilize computer software.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience providing complex clerical level legal support services to an attorney OR on contested cases overseen by an attorney.

Note: For State Employees, this is interpreted at the level of Office Assistant.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of one (1) year.
2. An Associate's degree in legal assistance OR an Associate's degree and a certificate of completion of a Legal Assistant Certificate Program from an accredited college may be substituted for the General Experience.
3. A Bachelor's degree in legal studies OR a Bachelor's degree and a certificate of completion of a Legal Assistant Certificate Program from an accredited college may be substituted for the General Experience.
4. A Bachelor's degree and completion of one (1) year of a law school curriculum may be substituted for the General Experience.
5. A certificate of completion of a Paralegal studies program from a private occupational school approved by the Connecticut Department of Education may be substituted for six (6) months of the General Experience.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, a CT-HR-12 Application for Employment, and three letters of reference. Current State employees must also provide a copy of the last two performance appraisals. Please include the Job Posting Number above, and send all required information to:

Susan L. Cavanaugh, Principal HR Specialist
Office of the Attorney General
55 Elm Street
Hartford, CT 06106

The Office of the Attorney General is an Affirmative Action/Equal Opportunity employer and strongly encourages the applications of women, minorities, and persons with disabilities