

**DEPARTMENT OF LABOR
JOB OPPORTUNITY
ASSISTANT GENERAL COUNSEL, BOARD OF LABOR RELATIONS**

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

Open To: The Public
Location: 38 Wolcott Hill Road, Wethersfield, CT
Job Posting No: 485
Hours: Full-time
Salary: \$88,505 - \$113,525* annually
Closing Date: September 24, 2012

Eligibility Requirement: Must be a member of the Connecticut Bar with at least two (2) years' experience as a practicing attorney dealing with labor relations and administrative law and procedure.

Duties: Acts as the Legal Officer for the State Board of Labor Relations; researches and applies laws, court decisions and other legal authority in preparation of opinions, briefs and other legal documents; prepares pleadings and other court papers in connection with suits, trials, appeals and other legal procedures; tries cases before all courts; drafts administrative orders, regulations, rulings, directives, guidelines and agreements; advises whether Board policies and guidelines conform to statutory purpose and authority; advises upon evidential value of data brought forth in administrative hearings; researches and prepares material for trial of law suits; prepares and edits Board forms, educational materials and indices; assists in drafting of proposed legislation; provides assistance in implementing newly passed legislation; may assist in preparation of agenda and conduct of executive sessions and deliberations of the Board; may testify before legislative committees; performs above duties for the Board of Mediation and Arbitration when collective bargaining rights of state employees are involved; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of Connecticut Labor Relations Act, Municipal Employees Relations Act, State Employees Relations Act, School Board - Teacher Relations Act, Uniform Administrative Procedures Act and statutes concerning arbitration, mediation and fact finding; considerable knowledge of federal and state labor law decisions; considerable knowledge of legal research methods and procedures; knowledge of legal practices and procedures in Connecticut; knowledge of rules of statutory construction; considerable litigation and legal counseling skills; considerable interpersonal skills; considerable ability to prepare legal documents and apply judicial decisions to interpretation of statutes; considerable ability to prepare legal briefs and present oral argument; ability to conduct legal research; ability to draft/review legislation; some supervisory ability.

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

*Applicants considered as new hires to the State normally start at the minimum of the range.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, State of Connecticut Application for Examination or Employment (CT-HR-12), and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. Current state employees are required to submit their last two service ratings. Current Department of Labor employees are not required to submit the Pre-Authorization and Release form. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 485. Applications will not be considered if incomplete, missing materials, or not received or postmarked by the above closing. Submit via mail or fax to:

**DEPARTMENT OF LABOR – HUMAN RESOURCES
200 FOLLY BROOK BOULEVARD
WETHERSFIELD, CT 06109
FAX (860) 263-6699**

If you are faxing your application, please do not mail an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Please do not call concerning your application.

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.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant’s Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed	Signature of Applicant
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As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

_____	_____
Date Signed	Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf