

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
Paralegal Specialist**

Open To: Candidates on the current examination list

Location: Central Office, Wethersfield, CT

Position: 000088136

Hours: 40 Hours per week, 1st Shift, Monday - Friday

Salary: AR-22 \$61,373 - \$79,424.00

Closing Date: May 5, 2015

Example of Duties:

Performs highly complex paralegal duties as defined in one or both of the following areas:

LEGAL OFFICE OPERATIONS: 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 assistance in the discovery process; 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

CASE PRESENTATION OR HEARING: Analyzes highly complex cases; develops positions and strategies to settle or litigate cases at formal or informal hearings; prepares for and represents State's interest at hearings or through case presentation; researches and gathers relevant evidence and documentation; interviews witnesses and clients; drafts legal documents, complaints, stipulations, detailed memoranda, letters and proposed findings and awards reviews substantiation appeals and provides recommendation to management regarding the legal sufficiency of substantiation findings; performs related duties as required

Eligibility Requirement:

Candidates must have applied for and passed the Paralegal Specialist exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may also apply.

Preferred Experience:

Superior ability to work both independently and collaboratively as part of a small cohesive team. Excellent verbal and written communication skills. The ideal candidate will have experience responding to discovery requests Experience responding to or assisting with responses to CHRO and EEOC complaints and FOI requests a plus.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Interested candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations, an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf Please email or mail your information to:

**Uma Arun, HR Specialist
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
Uma.Arun@ct.gov**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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