



**CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC
PARALEGAL SPECIALIST**

**ANNUAL:\$63,215
SALARY: \$81,807**

**SALARY
GROUP: AR 22**

**APPLICATION CLOSING
DATE: SEE BELOW**

**EXAM
NO: 141180CRAM**

(REISSUED WITH TEST DATES FOR 2015-2016)

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In a state agency, this class is accountable for providing advanced paralegal support in a highly complex legal unit. This class provides advanced technical leadership, research and consultation in the areas of preparing draft legal documents and draft decisions of highly complex cases; as a resource regarding issues, procedures, process and timeframe as related to cases and presenting legal matters as needed.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE.

GENERAL EXPERIENCE: The General Experience is defined as one of the following:

- 1) A Bachelor's degree in legal studies and one year of experience providing paraprofessional legal assistance to an attorney.
- 2) An Associate's degree in legal studies and three years of experience providing paraprofessional legal assistance to an attorney.
- 3) Completion of a Paralegal or Legal Assistance Certificate Program approved by the American Bar Association and three years of experience providing paraprofessional legal assistance to an attorney.
- 4) Completion of a Paralegal or Legal Assistance Certificate Program consisting of a minimum of twenty-four semester hours from an accredited college or university and four years of experience providing paraprofessional legal assistance to an attorney.
- 5) Completion of a Paralegal or Legal Assistance Certificate Program from a business school approved by the State of Connecticut, Office of Higher Education and four years of experience providing paraprofessional legal assistance to an attorney.
- 6) A Law degree from an accredited Law School.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of legal processes and procedures; considerable knowledge of legal terminology and legal forms; considerable knowledge of legal research techniques; knowledge of relevant agency policies and procedures; knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable skill in fact finding techniques including interviewing clients and compiling evidence; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to evaluate pertinent facts, cases and evidence and compile and assemble such legal data; considerable ability to compose correspondence and draft legal documents; ability to understand complex laws and related reports; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. When describing paraprofessional legal assistance experience, detail the duties you personally performed, and include the job title of the person for which you provided legal assistance. When listing paralegal or legal assistance certificates earned or bachelor/associate degrees earned in legal assistance or law degrees earned, include the school name, dates of attendance, type of certificate/degree earned, number of credits completed, and date the certificate/degree was earned. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by NOVEMBER 14, 2015 for the DECEMBER 28, 2015 grading date; by MAY 10, 2016 for the JUNE 21, 2016 grading date; and NOVEMBER 2, 2016 for the DECEMBER 14, 2016 grading date.** Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (Secure Fax #860-622-2840). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

(revise October 29, 2015)

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, persons with disabilities and military veterans.