



CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

PARALEGAL SPECIALIST 2

**ANNUAL \$56,307
SALARY: \$71,108**

**SALARY
GROUP: AR 21**

**APPLICATION CLOSING
DATE: SEE BELOW**

**EXAM
NO: 080492CRJR**

(REISSUED WITH DATES FOR 2012 - 2013)

PURPOSE OF CLASS: In a state agency, this class is accountable for performing the most complex tasks in providing paraprofessional legal assistance to an attorney and supervising the operations of a legal office. This class may also be accountable for preparing and presenting cases or hearing cases in administrative proceedings.

MINIMUM QUALIFICATIONS REQUIRED

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

GENERAL EXPERIENCE: Four years of experience providing paraprofessional legal assistance to an attorney.

SUBSTITUTIONS ALLOWED: (1) College education may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of one 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 two years of 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 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 months of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of legal processes; considerable knowledge of legal terminology and legal forms; considerable knowledge in legal research techniques; considerable skill in fact finding techniques including interviewing clients and compiling evidence; interpersonal skills; oral and written communication skills; considerable ability to compose correspondence and draft legal documents; ability to understand complex laws and related reports; ability to utilize computer software; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF: (Exam questions will cover KSA's listed above)	<u>PART</u> WRITTEN	<u>WEIGHT</u> 100%
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(Applicants admitted to take both the Paralegal Specialist 1 and Paralegal Specialist 2 examinations will only need to attend one examination session. You must apply for both examinations separately if you wish to be considered for jobs at both levels. Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION CLOSING AND TEST DATES: 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. **Applications must be date stamped by DAS/Human Resources or postmarked by NOVEMBER 23, 2012 for the JANUARY 8, 2013 test date.** (Reserve the day as the exam may be scheduled in the morning or afternoon.) Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials 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. **Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. 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>) and at the Offices of the Connecticut State Job Centers.

November 7, 2012

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.