

**DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
STAFF ATTORNEY 2**

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

Open To: The Public
Location: Board of Review, 38 Wolcott Hill Road, Wethersfield, CT 06109
Hours: 8:00 a.m. to 4:30 p.m.
Salary: \$77,057
Closing Date: February 3, 2011

General Experience:

Two (2) years of experience in the practice of law.

Special Requirement:

1. Must be admitted to practice law in the State of Connecticut.
2. May be required to travel.

EXAMPLES OF DUTIES: The incumbent will perform advanced legal work, which includes researching, analyzing and applying the provisions of the Connecticut Unemployment Compensation Act. The candidate will also draft precedent decisions some of which will involve highly complex legal and evidentiary issues. The candidate will serve as a mediator for complaints brought under Connecticut's Family and Medical Leave Act and will mentor Appeals Referees who serve as hearing officers in these cases on behalf of the Labor Commissioner.

Preferred Skills and Ability: Should have considerable knowledge of administrative law and procedures in Connecticut; superior oral advocacy skills, including advocacy before administrative agencies and/or the courts; considerable knowledge of the rules of evidence; considerable knowledge and ability to interpret and apply the relevant state and federal laws, statutes, regulations and new legislation; and superior written and oral communication skills, including the ability to negotiate a settlement.

CAREER PROGRESSION:

After completion of three (3) years of successful and satisfactory performance as a Staff Attorney 2 in the same agency, an incumbent will be moved to the Staff Attorney 3 classification (on the first pay period following the completion of the three (3) year requirement).

NOTE:

1. Any incumbent having attained status in the class of Staff Attorney 3 who transfers to another state agency shall be reclassified back to and compensated at the level of Staff Attorney 2 (AR 28) until such time that the incumbent has been employed as a Staff Attorney 2 at the new agency for a period of two (2) years. (Reclassification to Staff Attorney 3 will be on the first pay period following the completion of the two (2) year requirement).
2. Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class

Note:

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

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit an Application for Examination or Employment (CT-HR-12). In addition, if you are a non-agency applicant you will need to complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). Please include with your application, a resume, and two letters of professional reference. Current state employees are required to submit their last two service ratings in lieu of the professional reference letters. The CT-HR-12 and CT-HR-13 can be downloaded from the DAS website at <http://das.ct.gov/employment>. Upon being selected for an interview, you will be required to supply the interview panel with two writing samples. Examples of acceptable documents are letters, articles and/or reports that you independently authored. Application packages will not be considered without these documents. Submit **via mail** to:

**Department of Labor
Human Resources Office
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699**

**Please note: If you are choosing to fax your application, it is not necessary to also send 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.