State of Connecticut
JOB POSTING

Department of Administrative Services
JOB OPPORTUNITY
Paralegal Specialist 1
Construction Services Division/Legal Affairs

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

Open To:	Candidates on a current Paralegal Specialist 1 examination list; State employees who currently hold or previously attained permanent status as a Paralegal Specialist 1
Location:	165 Capitol Avenue, Hartford, CT
Job Posting No:	107646
Hours:	Full Time, 35 hours/week
Salary:	AR20 ($55,273 - $70,024 annually)
Closing Date:	April 30, 2014

The Department of Administrative Services/Construction Services/Legal Affairs unit is seeking a qualified applicant to fill a full-time Paralegal Specialist 1 position. Duties include preparing, reviewing and providing comments on drafts of design and construction contracts and amendments, and assessing those documents for essential contract requirements, consistency between contracts/amendments and proposals an compliance with checklists provided by DAS attorneys and the Office of the Attorney General; responding to inquiries from consultants and project management staff regarding contract changes, legal requirements or contract preparation; assisting in preparing contract documents for submission to the State Properties Review Board and the Office of the Attorney General; arranging for and overseeing the proper execution of contracts by agency personnel and consultants or contractors; reviewing affidavits and certifications submitted as part of the contract process and advising consultants on necessary corrections or obtaining necessary information; researching statutes and regulations, and incorporating requirements of any new applicable public act into DAS contracts; assisting attorneys in developing office procedures, operations manuals and filing systems; maintaining contract document files and related materials; negotiating and preparing public art contracts with artists, and inform them of state contract requirements; performing related duties as required.

Preference will be given to individuals who meet one of the following:

1. A Bachelor's degree in legal studies and one (1) year of experience providing paraprofessional legal assistance to an attorney.
2. An Associate's degree in legal studies and three (3) 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 (3) years of experience providing paraprofessional legal assistance to an attorney.
4. A Law degree from an accredited Law School.

Preferred Knowledge and Experience

- preparation or review of legal documents, including but not limited to, contracts, affidavits, and insurance certificates.

Eligibility Requirements: Candidates must have applied for and passed the Paralegal Specialist 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

Deborah Hearl
Dept. of Administrative Services/SmART
165 Capitol Avenue, 5 East
Hartford, CT 06106
Confidential Fax: (860) 622-2873 or
Email to DAS.HR.SMART@ct.gov
Subject line MUST include: Paralegal, 4331 and your last name.

Please note: due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

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.