EXAMPLES OF DUTIES: Performs advanced and complex legal work of an agency; researches, interprets, analyzes and applies complex and conflicting laws and regulations, case law and legal principles; acts as hearing officer or represents agency in formal administrative and public proceedings on a full range of cases involving complex legal and technical issues; negotiates and drafts settlement agreements; drafts advisory opinions, rulings, decisions, recommendations, findings, legislation, statutes, regulations, publications and other related legal documents; assists in the preparation and presentation of trials and appeals; consults with the Office of the Attorney General on legal issues; researches complex legal issues; conducts investigations and enforcement proceedings; prepares comprehensive reports for use in administrative and court proceedings; prepares pleadings and other court papers; interprets and applies complex or conflicting laws and regulations, case law and legal principles; participates in the conduct of various educational activities; provides legal guidance when duly authorized; provides input into policy formation; may testify at or monitor legislative proceedings; may represent agency in court when authorized; reviews court decisions, new and proposed laws and regulations to determine impact on agency operations; prepares and maintains precedent manuals; reviews legal and other related documents for legal sufficiency; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of legal principles, practices and procedures in Connecticut; considerable knowledge of legal research techniques; considerable knowledge of the Uniform Administrative Procedures Act; considerable knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable knowledge of relevant agency policies and procedures; knowledge of the rules of evidence; knowledge of criminal and constitutional law and legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to apply judicial decisions to the interpretation of statutes; considerable ability to comprehend, analyze and organize technical data and coordinate elements of legal cases.

EXPERIENCE AND TRAINING: General Experience: Two (2) years of experience in the practice of law.

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

We are seeking a candidate with the following preferred skills:
- Knowledge of Administrative Law and Consumer Protection Law
- Experience in Litigation or administrative hearings
- Experience running or responding to governmental investigations
- Proficiency with Microsoft Office Suite
- Experience conducting legal research and analyzing business records
- Demonstrated project management skills

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter which states their interest and suitability for the position, a resume, and an Application for Examination or Employment (Form CT-HR-12- available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf ) no later than the closing date to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services / SmART Unit
450 Columbus Blvd, Suite 1404
Hartford, CT 06103
Confidential Fax: (860) 622-4921 (preferred method)

Email to DAS.HR.SMART@ct.gov, MUST include Atty 115862 (last name) in subject line.

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

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Deborah Craig at 860-713-5313.