

DEPARTMENT OF MOTOR VEHICLES  
JOB OPPORTUNITY  
STAFF ATTORNEY 2  
LEGAL SERVICES DIVISION/WETHERSFIELD

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

**Open To:** The Public  
**Location:** Wethersfield  
**Job Posting No:** 111538  
**Schedule:** Full Time - 40 hours weekly, Monday - Friday  
**Salary:** \$84,204 - \$107,758  
**Closing Date:** July 28, 2015

The Department of Motor Vehicles is currently seeking a qualified applicant to fill an anticipated full-time Staff Attorney 2 position with the DMV Legal Services Division, located in the Wethersfield Office. The current schedule is Monday through Friday. Travel within the State of Connecticut may be required.

**Eligibility Requirement: Candidates must have the following minimum experience to be considered for this position;**

**General Experience: Two (2) years of experience as a licensed attorney engaged in the practice of law.**

**Special Requirements: Must be admitted to practice law in the State of Connecticut. Must be able to travel throughout Connecticut.**

**Position Responsibilities:**

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; Serves as legal advisor for agency Requests for Proposals, and negotiates and drafts contracts on behalf of the agency in conformance with state contracting laws; Consults with agency staff and business partners in the development of agency programs; Conducts a legal review of agency regulations and Freedom of Information Act requests; Drafts agency regulations; Represents the 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, recommendations, proposed legislation, publications and other related legal documents; Consults with the Office of the Attorney General on legal issues; Conducts investigations and enforcement proceedings; Prepares comprehensive briefs and reports for use in administrative agency and court proceedings; Participates in the conduct of various educational activities; Provides input into policy formation; May testify at or monitor legislative proceedings; May represent agency in court or before other administrative agencies when authorized; Reviews court decisions, new and proposed laws and regulations to determine impact on agency operations; Reviews legal and other related documents for legal sufficiency; Performs related duties as required.

**Preferred Experience: Experience with agency Requests for Proposals and negotiating and drafting contracts on behalf of an agency in accordance with state contracting laws; Familiarity with the Uniform Administrative Procedure Act; Ability to draft laws and regulations; Ability to negotiate and draft settlement agreements; Experience in testifying at or monitoring legislative proceedings; Familiarity with the Freedom of Information Act.**

**Minimum Experience and Training Requirements:**

Must possess in-depth knowledge of: Legal principles, practices and procedures in Connecticut; Legal research techniques; Connecticut procurement laws and procedures, as well as general contract law. Must have the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; Must have excellent oral and written communication skills, considerable interpersonal skills and the ability to comprehend, analyze and organize technical data; Must be able to communicate with business stakeholders and understand business processes; Must have an understanding of administrative law, the Uniform Administrative Procedure Act, the rules of evidence and state and federal legislative processes; May lead/supervise professionals and clerical staff as assigned.

**Notes:** The filling of 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 to: Interested and qualified candidates who meet the above requirements should submit a cover letter with the State of Connecticut Application for Examination or Employment (CT-HR-12), indicating Staff Attorney 2 in the Examination Title block. Applications can be downloaded from the Internet at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Send application for employment to:

Department of Motor Vehicles  
Human Resources, Room 235  
60 State Street  
Wethersfield, CT 06161  
Fax: (860) 263-5576

**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.