

**THE OFFICE OF THE SECRETARY OF STATE  
JOB OPPORTUNITY  
DIVISION DIRECTOR – SECRETARY OF THE STATE  
BUSINESS SERVICES DIVISION**

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

**Open To:** Open to the Public  
**Location:** 30 Trinity Street Hartford, CT 06106  
**Job Posting No:** 88413  
**Hours:** Full-Time (40 hours) Monday - Friday  
**Salary:** MP 67 - \$93,896 - \$128,027  
**Closing Date:** April 25, 2017

**PURPOSE OF CLASS:** In the Office of the Secretary of State, this class is accountable for directing the programs, activities and operations of a division.

**ELIGIBILITY REQUIREMENT:** Candidates must be a licensed attorney and admitted to practice in the State of Connecticut.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of and ability to apply managements principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of legislative process; knowledge of Corporation; Limited Partnership, Statutory Trust, Limited Liability Partnership, General Partnership Statement of Authority and Trademark, Uniform Commercial Code, banks, insurance companies and public service corporation laws, knowledge of records management, knowledge of legislative process and procedures, considerable interpersonal skills, considerable oral and written communications skills, considerable ability to interpret, analyze and prepare legislation and other legal documents, ability to interpret complex legislation; ability to analyze organizational problems, and determine effective solutions.

**EXAMPLE OF DUTIES:** Must have managerial experience directing and supervising a large and diverse group of employees (Attorneys, Paralegals, License and Applications Analysts, Processing Technicians and clerical support staff); Directs examination of all documents submitted for filing for conformance with corporation, limited partnership, uniform commercial code and trademark laws and payment of statutory fees and taxes; Renders assistance to Attorneys on all legal aspects of Corporation, Limited Liability Companies, Limited Liability Partnerships, Statutory Trusts, General Partnerships, Writs and Uniform Commercial Code, Trademark lases, Church corporations, Insurance companies and Bank filings; Supervises the preparation of special certificates and the certification of document of record.

**GENERAL EXPERIENCE:** Four (4) years experience practicing laws including some experience performing legal work in the area of election, corporate trademark law or related field.

**SPECIAL EXPERIENCE:** Incumbents in this class must be admitted to practice law in the State of Connecticut.

**Note:** 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 ([CT-HR-12](#)) via U.S. Postal Office.

The Office of the Secretary of State  
Attention: Suzanne Pinette  
HUMAN RESOURCES UNIT  
30 Trinity Street 3<sup>rd</sup> Floor  
Hartford, CT 06106

**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.