

**EXECUTIVE DIRECTOR AND GENERAL COUNSEL
STATE ELECTIONS ENFORCEMENT**

Office of Governmental Accountability

JOB OPPORTUNITY

**Executive Director & General Counsel –
Connecticut State Elections Enforcement Commission**

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

Open To: The Public
Location: 20 Trinity Street, Hartford, CT
Hours: 40 hours per week
Salary: \$103,539.00 to \$132,804.00 (MP 71)
Closing Date: 12/15/11

General Knowledge: Considerable knowledge of and ability to apply management principles and techniques; knowledge of and ability to apply state campaign financing and election laws; knowledge of criminal, constitutional, and administrative law and rules of evidence; knowledge of legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in advocacy and negotiation techniques; considerable ability to interpret complex legislation.

Preferred Knowledge, Skills and Ability: Excellent management skills and ability to function effectively in nonpartisan capacity. Strong ability to lead management team. Excellent decision making skills. Management of elections and/or campaign finance agency desirable. Some IT knowledge desirable. Considerable public speaking and media skills. Knowledge of Connecticut election law.

General Experience: Five (5) years experience in the practice of law including some experience with the legislative process, administrative law and state election laws.

Special Experience: Two (2) years of the General Experience must have been in a managerial capacity. Must be admitted to practice law in the State of Connecticut or be lawfully engaged in the practice of law as a principal means of livelihood for five out of the last seven years in a reciprocal jurisdiction in accordance with Section 2-13 of the Connecticut Practice Book and obtain membership in the Connecticut Bar within one year of appointment.

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 via mail a cover letter, a detailed resume which describes fully how the applicant meets each of the knowledge, skills, ability and experiential requirements, three professional references, and an Application for Employment (CT-HR-12), available online at <http://das.ct.gov/employment>, by 12/15/11 to:

**Office of Governmental Accountability
Office of the Executive Administrator
20 Trinity Street
Hartford, CT 06106
Attention: Kathleen Howe**

**FAX NUMBER 860 263-2402
E-MAIL ADDRESS: kathleen.howe@ct.gov**

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.