

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
OFFICE OF STATE ETHICS  
JOB OPPORTUNITY  
STAFF ATTORNEY 2 (JOB CLASS 0088) PCN 83247**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public  
**Location:** 18-20 Trinity St., Hartford, CT  
**Hours:** 40 per week Full Time  
**Salary:** AR-28 starts at \$81,751 annual. CAREER PROGRESSION: After completion of three (3) years of successful and satisfactory performance as a Staff Attorney 2 with the Office of State Ethics, an incumbent will progress to the Staff Attorney 3 classification.  
**Closing Date:** May 29, 2015

**Eligibility Requirement:**

Two years of experience in the practice of law. Must be admitted to practice law in the State of Connecticut. State employees currently holding the title of Staff Attorney 2 or Staff Attorney 3 may apply. See *NOTE* below.

**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; some knowledge of the Office of State Ethics policies and procedures; knowledge of the rules of evidence; knowledge of 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.

**General and Special Experience:** Two years of experience in the practice of law. Experience working with administrative law, ethics/code of conduct/conflict of interest and/or the Code of Ethics is preferred.

**Example 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; represents agency in court and before formal administrative and public proceedings on a full range of cases involving complex legal and technical issues; drafts advisory opinions, declaratory rulings, informal staff opinions, 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; 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; performs related duties as required.

**Application Instructions:**

Qualified candidates must submit a cover letter, describing your suitability for the position, your resume and the required CT-HR-12 State Employees Application, available online at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) to:  
OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department  
18-20 Trinity St. 5th Floor, Hartford, CT 06106

**Preferred method of submission:** by secure Fax to 860-622-4927 OR attached to e-mail sent to OGA.HR@ct.gov. Refer to PCN 83247.

*NOTE:* An incumbent Staff Attorney 3 who transfers from another state agency shall be reclassified back to and compensated at the level of Staff Attorney 2 until employed at the Office of State Ethics for a period of two (2) years.

**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.