

**DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY**

**STAFF ATTORNEY 2  
OFFICE OF LEGAL COUNSEL, REGULATION AND ADMINISTRATIVE HEARINGS & APPEALS**

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

**Open To:** The Public and State Employees  
**Location:** 25 Sigourney Street, Hartford, CT  
**Job Posting Numbers:** 99720, 97827, 99721  
**Hours:** 8:00AM – 4:30PM  
**Salary:** \$77,057.00 - \$98,612.00 Annually (AR-28)  
**Closing Date:** December 6, 2011

**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; 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.

**Knowledge, Skills and Abilities:**

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:**

STAFF ATTORNEY 2: Two (2) years of experience in the practice of law.

STAFF ATTORNEY 3: Three (3) years of experience in the practice of law at the level of Staff Attorney 2 in the same state agency.

**Special Requirements:**

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

**Career Progression:**

After completion of three (3) years of successful and satisfactory performance as a Staff Attorney 2 in the same agency, an incumbent will be moved to the Staff Attorney 3 classification (on the first pay period following the completion of the three (3) year requirement).

**NOTES:**

1. Any incumbent having attained status in the class of Staff Attorney 3 who transfers to another State agency shall be reclassified back to and compensated at the level of Staff Attorney 2 (AR-28) until such time that the incumbent has been employed as a Staff Attorney 2 at the new agency for a period of two (2) years. (Reclassification to Staff Attorney 3 will be on the first pay period following the completion of the two (2) year requirement).
2. Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

**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 an Application for Employment (CT-HR-12) to:

**ATTN: KRISTINA GRODZICKI, HUMAN RESOURCES SPECIALIST  
DEPARTMENT OF SOCIAL SERVICES  
25 SIGOURNEY STREET  
HARTFORD, CT 06106  
FAX NUMBER: (860) 951-2979**

**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.