

**INSURANCE DEPARTMENT  
JOB OPPORTUNITY**

**STAFF ATTORNEY 2**

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

**Open To:** The Public

**Location:** 153 Market Street, Hartford, CT 06103

**Job Posting No:** 100274

**Hours:** Full-time, 40 hours per week

**Salary:** \$77,057 - \$98,612 (please note, new hires start at the minimum salary range)  
\$79,369 - \$101,571, effective 8/26/2013

**Closing Date:** \*Application must be received by 5:00 p.m. on **Friday, August 2, 2013.**

The Connecticut Insurance Department is seeking to fill a Staff Attorney 2 position to provide timely and effective legal advice and related services to the Commissioner and the operational units of the Insurance Department on a broad spectrum of issues that arise under insurance and related law in regulating the insurance industry, including captive insurance companies and insurance contracts, and in providing services to the consumer.

**Eligibility Requirement:**

State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**MINIMUM QUALIFICATION 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 particularly as they relate to the regulation of the insurance industry; 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:**

**General Experience:**

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

**Special Requirements:**

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

**CAREER PROGRESSION:**

After the completion of three (3) years of successful and satisfactory performance as a Staff Attorney 2 in the same agency, the incumbent will be moved to the Staff Attorney 3 classification.

**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, law school transcript and State Application Form CT-HR-12 (state application form CT-HR-12 may be accessed at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)) to:

**Carmen Rivera  
Human Resources Assistant  
Insurance Department  
P.O. Box 816  
Hartford, CT 06142-0816**

**OR**

E-MAIL: [CID.HR@CT.GOV](mailto:CID.HR@CT.GOV)

Overnight mail address: 153 Market Street, 7<sup>th</sup> Floor, Hartford, CT 06103

**\*Incomplete or late application packages will not be considered.**

**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.