

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY
ELECTIONS ENFORCEMENT COMMISSION
JOB OPPORTUNITY
STAFF ATTORNEY 2 (JOB CLASS 0088) PCN 88810**

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 Commission, an incumbent will be moved to the Staff Attorney 3 classification.
Closing Date: (extended to August 15, 2014)

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 State Elections Enforcement Commission 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, elections law and/or campaign finance law 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 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; 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 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 88810.

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 Commission 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.