

**INSURANCE DEPARTMENT
JOB OPPORTUNITY**

LEGISLATIVE AND ADMINISTRATIVE ADVISOR 2

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

Open To: The Public
Location: 153 Market Street, Hartford, CT
Job Posting No: 9184
Hours: Full-time (40 hours per week)
Salary: (MP 63) \$75,653 – \$97,032
Closing Date: December 21, 2012

The Connecticut Insurance Department (CID) is recruiting for a Legislative and Administrative Advisor 2 position to oversee the legislative program/activities for CID, as well as working on projects assigned to the legal department. This position reports directly to the Insurance Commissioner.

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

Knowledge, Skills and Abilities: Considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of basic law, legal processes, legal principles and practices and administrative law; knowledge of legal research techniques; knowledge of legislative process; considerable interpersonal skills; oral and written communication skills; ability to interpret, analyze and prepare legislation and other legal documents.

General Experience: Two (2) years of experience as an attorney with some responsibility for research, development, planning and review of legislative and regulatory programs.

Special Experience: Incumbents in this class must be a member of the Connecticut Bar.

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, 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.) by close of business on ***Friday, December 21, 2012 to:**

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

OR

E-MAIL: CID.HR@CT.GOV

Overnight mail address: 153 Market Street, 7th 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.