

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
LEGISLATIVE AND ADMINISTRATIVE MANAGER

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

Open To: The Public and Lateral Transfers
Location: Legal Affairs, Middletown
Job Posting No: 6790
Salary: \$88,505 - \$113,525 (MP-67) (New hires to state employment start at the minimum salary range)
Closing Date: **Wednesday, May 29, 2013**

In a state agency this class is accountable for acting as a working supervisor for legal staff engaged in conducting research and advising the Commissioner on matters pertaining to legislation, regulations and administrative policy; works closely with the Office of the Attorney General on all legal matters.

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; considerable knowledge of Uniform Administrative Procedures Act; considerable knowledge of legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret, analyze and prepare legislation and other legal documents; supervisory ability.

General Experience:

Three (3) years of experience as an attorney with some responsibility for research, development, planning and review of legislative and/or regulatory programs.

Special Requirement:

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

Note: 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 and promotion employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by * **Wednesday, May 29, 2013, close of business** to:

**The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356**

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

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer