

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
LEGISLATIVE AND ADMINISTRATIVE MANAGER
LEGAL DIVISION

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Hartford (Central Office)
Job Posting No: BM43414CO
Hours: 40
Salary: \$91,161 - \$116,931 (Annually)
Closing Date: July 12, 2013

The Department of Children and Families is recruiting for a Legislative and Administrative Manager within it's Legal Division:

Knowledge, Skill and Ability: 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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) supervisory references (current state employees please provide last two PARS in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting #43414.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
FAX: 860.707-1952

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.