



Office of Consumer Counsel
JOB OPPORTUNITY
Legislative and Administrative Manager

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

Open To: Public

Location: Office of Consumer Counsel, Ten Franklin Square, New Britain

Job Posting No: 115798

Hours: Full-time, Permanent

Salary: \$93,896.00 - \$128,027.00, MP-67

Closing Date: April 24, 2017

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

Special Experience:

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

Special Requirement:

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

Preferred Experience, Knowledge, Skills and Abilities:

- Experience in litigation;
- Knowledge of public utilities, energy, telecommunications, environmental or other highly complex areas of law;
- Experience in matters before the Public Utilities Regulatory Authority or other administrative agencies;
- Experience or training in management, team-building, or leadership techniques;
- Demonstrated interest in consumer advocacy;
- Experience working in and leading teams;
- Strong written work product.

Description of Duties:

- Represent the Office of Consumer Counsel in state, regional, and federal matters within the OCC's jurisdiction, including in administrative and public proceedings before the Public Utilities Regulatory Authority and state and federal courts, and other public proceedings involving legal and technical matters.
- Advise the Consumer Counsel on litigation matters, and direct and assist staff re same; formulate goals and objectives re same; develop and implement litigation strategy and processes.

- Perform a variety of difficult, complex and sensitive legal work.
- Interpret statutes and regulations and ensure conformance with statutory purpose and authority.
- Coordinate with staff to insure consistent implementation of office policy and legislative priorities in litigation matters.
- Serve as liaison with other agencies, municipal, state and federal government agencies on litigation matters and related issues.
- Make recommendations regarding agency program proposals, rules, and policy.
- May testify at or monitor relevant policy or legislative proceedings; review court decisions and new and proposed laws and regulations to determine impact on agency operations; assist in the preparation of and review legal and other related documents for legal sufficiency; perform related duties as required.
- Assist Consumer Counsel as requested on office administration, including hiring and recruitment, coordination and participation in staff training, and assistance around legal issues, policies, procedures; make recommendations for improvements; provide administrative direction to staff.

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 an Application for Employment, [CT-HR-12](#), to:

Department of Energy and Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Ana Natal
Telephone: (860) 424-3006
Email: DEEP.HumanResources@ct.gov
Fax: (860) 424-3896

(Incomplete packages will not be considered)

Current state employees must also provide a copy of his/her last two performance appraisals. Candidates who are selected for an interview will have to provide a writing sample.

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact us at [860-418-5910](tel:860-418-5910) or deep.accommodations@ct.gov