

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
PARALEGAL SPECIALIST 1
DIVISION OF LEGAL SERVICES

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

Open To: The Public

Location: Department of Motor Vehicles, Division of Legal Services, 60 State Street, Wethersfield, CT

Job Posting No: P-7614

Hours: 8:00 am – 4:30 pm

Salary: \$48,666 - \$62,123

Posting Date: November 4, 2011 **Closing Date:** November 15, 2011

Eligibility Requirement: Candidates must be on the current certification list promulgated by the Department of Administrative Services for Paralegal Specialist 1. State employees currently holding the above title may apply for a lateral transfer. Reemployment/SEBAC candidates will be given first priority. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Position Responsibilities

Principally performs duties above the level involving processing of legal work of an agency or commission; acts as a liaison between legal and clerical staff of an agency; performs legal research; assists in drafting legislation, advisory opinions and various legal documents such as briefs, writs and pleadings; keeps abreast of the latest court rules, decisions and calendar changes; notifies attorneys of court deadlines; oversees reproduction of legal records and exhibits on appeal; maintains records of cases, pleadings, statutes and other legal documents; assists attorneys in developing office procedures, operations manuals and filing systems; interprets statutes with reference to state administration; answers routine correspondence and telephone inquiries; prepares legal and administrative reports; interviews witnesses and clients; may preserve written and oral arguments at administrative hearings; may participate in scheduling and recording onto a calendar individual cases coming before agency administrative proceedings including coordination of various steps of public hearings and/or public meetings; may assist in review of cases and/or petitions for procedural compliance with agency administrative hearing rules and procedures; performs related duties as required.

Minimum Experience and Training Requirements

Knowledge of basic legal processes; knowledge of legal terminology and legal forms; knowledge of legal research techniques; knowledge of office management principles and practices; basic knowledge of statute and regulations; interpersonal skills; oral and written communication skills; ability to read, understand and interpret laws, legal documents and other written material.

General Experience: Two years of experience providing complex clerical level legal support services to an attorney or on contested cases overseen by an attorney. For state employees this is interpreted at the level of Office Assistant.

Substitutions Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of one (1) year. 2. An Associate's degree in legal assistance OR an Associate's degree and a certificate of completion of a Legal Assistant Certificate Program from accredited college may be substituted for the General Experience. 3. A Bachelor's degree in legal studies OR a Bachelor's degree and a certificate of completion of a Legal Assistant Certificate Program from an accredited college may be substituted for the General Experience. 4. A Bachelor's degree and completion of one (1) year of a law school curriculum may be substituted for the General Experience. 5. A certificate of completion of a Paralegal studies program from a private occupational school approved by the Connecticut Department of Education may be substituted for six (6) months of the General Experience.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter with the State of Connecticut Application for Examination or Employment (CT-HR-12), indicating Paralegal Specialist 1 and P-7614 in the Examination Title block. Current state employees are required to submit their last three service ratings. Applications can be downloaded from the Internet at <http://das.ct.gov/employment>. Send application for employment to:

**Department of Motor Vehicles
Human Resources, Room 235
60 State Street
Wethersfield, CT 06161**

Please note: Due to the large number of expected applicants we cannot confirm receipt of application materials.

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.