

STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
EMPLOYMENT OPPORTUNITY

PARALEGAL SPECIALIST 1

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

OPEN TO: The Public  
NUMBER OF POSITIONS: 2  
SALARY: \$48,666.00 – \$62,123.00  
JOB POSTING NUMBER: 98397 & 98398  
CLOSING DATE: Friday, November 25, 2011

**ELIGIBILITY REQUIREMENT:** Candidates must have applied for and passed the Paralegal Specialist 1 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer.

In a state agency this class is accountable for independently performing a full range of tasks in providing paraprofessional legal assistance to an attorney.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:**

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 statutes and regulations; interpersonal skills; oral and written communication skills; ability to read, understand and interpret laws, legal documents and other written material.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Two (2) years of experience providing complex clerical level legal support services to an attorney OR on contested cases overseen by an attorney. **Note:** 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 an 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 resume, cover letter, 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 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

Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

Interested candidates for employment at the Department of Emergency Services and 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.

Individuals with Reemployment/SEBAC rights must be given first preference for these positions.

**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.