

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
PARALEGAL SPECIALIST 2

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

**Open To:** **Candidates on a current examination list.**

**Location:** Middletown

**Job Posting No:** 98398

**Salary:** \*\$56,307.00 - \$71,108.00

**Closing Date:** **Thursday, May 31, 2012**

**\* New hires to state employment start at the minimum of the above salary range.**

In a state agency this class is accountable for performing the most complex tasks in providing paraprofessional legal assistance to an attorney and supervising the operations of a legal office.

Performs the most complex paraprofessional duties involving legal work of an agency or commission; interprets court rules and agency regulations; answers correspondence and telephone inquiries of a difficult and sensitive nature; may present written and oral arguments or conduct administrative hearings; performs related duties as required.

LEGAL OFFICE: Acts as a principal liaison between legal and clerical staff; keeps abreast of the latest court rules, calendar changes and pending legislation; supervises reproduction of legal records and exhibits on appeal; supervises maintenance of records of cases, pleadings, statutes and other related documents; assists attorneys in developing and implementing office procedures, policy manuals and filing systems; prepares or supervises preparation of legal and administrative reports; interviews witnesses and clients; trains or assists in training of subordinate technical and clerical staff.

**Eligibility Requirement: Candidates must have applied for and passed the Paralegal Specialist 2 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. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**SUPERVISION RECEIVED:**

Works under the limited direction of an attorney

**SUPERVISION EXERCISED:**

May supervises technical, paraprofessional and clerical staff as assigned

**Knowledge, Skills and Abilities:**

Considerable knowledge of legal processes; considerable knowledge of legal terminology and legal forms; considerable knowledge in legal research techniques; considerable skill in fact finding techniques including interviewing clients and compiling evidence; interpersonal skills; oral and written communication skills; considerable ability to compose correspondence and draft legal documents; ability to understand complex laws and related reports; supervisory ability.

**General Experience:**

Four (4) years of experience providing paraprofessional legal assistance to an attorney.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling 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 two (2) years of 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.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion employment rules, if applicable.

**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 by **\*Thursday, May 31, 2012** 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.

Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the original via mail, duplicates not necessary.

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.

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