



JOB OPPORTUNITY
State of Connecticut
Office of the Attorney General
Paralegal Specialist 1 (DURATIONAL)

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

Open To: The Public, State Employees

Location: Office of the Attorney General, 55 Elm Street, Hartford, CT 06106

Job Posting Position Control Numbers: 00099325 and 00099326

Hours: 40 / week; 8:00 a.m. – 5:00 p.m.

Salary: Minimum \$48,666 annually

Closing Date: January 20, 2012

The Office of Attorney General is currently recruiting for two full-time, *DURATIONAL* Paralegal Specialist 1 positions. The anticipated employment period will be from the date of appointment through June 30, 2014. Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, and merit employment rules, if applicable.

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

Example of Duties: Performs duties above the clerical level involving the processing of legal work; 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 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 related 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 present written and oral arguments at administrative hearings; may participate in scheduling and calendaring of 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.

Knowledge, Skills and Abilities: Considerable 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.

General Experience: Two (2) years experience providing complex clerical-level legal support services to an attorney OR contested cases overseen by an attorney. For state employees, this is interpreted at the level of Office Assistant

Special Requirement: Incumbents in this class may be required to travel

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume and a CT-HR-12 Application. Current State employees must provide a copy of the last two performance appraisals. Please include the Job Posting Numbers above, and send all required information to:

Susan L. Cavanaugh, Principal HR Specialist
Office of the Attorney General
55 Elm Street
Hartford, CT 06106

THE OFFICE OF THE ATTORNEY GENERAL IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER AND STRONGLY ENCOURAGES THE APPLICATIONS OF WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES