

**State of Connecticut
Office of the Attorney General
JOB OPPORTUNITY
Paralegal Specialist
*RE-ANNOUNCED FOR HARTFORD LOCATION***

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

Open To: Exam List Candidates, State Employees with current/prior Paralegal Specialist status

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

Job Posting Number: 00110473

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

Salary: Minimum \$61,373 annually

Closing Date: February 20, 2015

The Office of the Attorney General is currently recruiting for a full-time Paralegal Specialist position. This position was previously announced for our Bridgeport office; however, the vacancy is now located in our HARTFORD office at 55 Elm Street. 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** 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 or those who have previously attained permanent status in this class may apply for lateral transfer.

Example of Duties: Interprets complex state statutes and federal regulations governing legal records and documents; determines and applies applicable state statute and/or regulation in preparing documentation; interprets court rules and agency policies and regulations; keeps abreast of the latest court rules, calendar changes and pending legislation; monitors and adheres to court deadlines; reviews legal documents and prepares legal documents such as briefs, writs and pleadings for court filings; responds to relevant case information requests from courts; performs legal research and analysis of law sources such as statutes, legal articles, legal decisions, opinions, rulings, memoranda and other legal material; prepares draft legal documents; provides assistance in the discovery process; provides paralegal assistance by interpreting applicable legal provisions, regulations, precedents and policies; responds to requests and obtains information of sensitive nature; acts as liaison between agency, court system, relevant attorney's offices and general public; serves as agency liaison regarding relevant policies and procedures; prepares legal and administrative reports; updates and maintains case records, pleadings, policy manuals and filing systems; assists in the drafting of proposed legislation and advisory opinions; provides training and assistance to staff; may perform business mathematical computations; performs related duties as required

Knowledge, Skills and Abilities: Considerable knowledge of legal processes and procedures; considerable knowledge of legal terminology and legal forms; considerable knowledge of legal

research techniques; knowledge of relevant agency policies and procedures; knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable skill in fact finding techniques including interviewing clients and compiling evidence; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to evaluate pertinent facts, cases and evidence and compile and assemble such legal data; considerable ability to compose correspondence and draft legal documents; ability to understand complex laws and related reports; ability to utilize computer software.

General Experience: The General Experience is defined as one of the following:

1. A Bachelor's degree in Legal Studies and one (1) year experience providing paraprofessional legal assistance to an attorney
2. An Associate's degree in Legal Studies and three (3) years' experience providing paraprofessional legal assistance to an attorney
3. Completion of a Paralegal or Legal Assistance Certificate Program approved by the American Bar Association and three (3) years' experience providing paraprofessional legal assistance to an attorney
4. Completion of a Paralegal or Legal Assistance Certificate Program consisting of a minimum of twenty-four (24) semester hours from an accredited college or university and four (4) years' experience providing paraprofessional legal assistance to an attorney
5. Completion of a Paralegal or Legal Assistance Certificate Program from a business school approved by the State of Connecticut, Office of Higher Education and four (4) years' experience providing paraprofessional legal assistance to an attorney
6. A Law degree from an accredited Law School

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

Application Instructions: ***PLEASE NOTE** – Candidates who have already applied for this position as a result of the Bridgeport posting need not re-apply; you will automatically be placed in the Hartford applicant pool unless you opt to have your name removed. Please call (860) 808-5325 if you are no longer interested in this position, now located in the Hartford office.*

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 postmarked by the closing date to:

Susan L. Cavanaugh, Manager of Human Resources
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