



**OFFICE OF THE ATTORNEY GENERAL
JOB OPPORTUNITY
PARALEGAL SPECIALIST**

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

Open To: Exam List Candidates, State Employees with current/prior status as a Paralegal Specialist
Location: Office of the Attorney General, 55 Elm Street, Hartford, CT 06106
Job Posting No: 4661
Hours: 40 hours/week; 8:00 a.m. - 5:00 p.m.
Salary: Minimum \$63,215 annually
Closing Date: August 18, 2017

Eligibility Requirement: Candidates must have applied for and 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.

Applicants will not have an opportunity to take the Paralegal Specialist examination prior to the above closing date in order to qualify for this particular vacancy.

Description of Duties: The incumbent will be responsible for performing the most complex paralegal duties related to the operation of a legal office. These duties include: interpreting complex state statutes and federal regulations governing legal records and documents; determining and applying applicable state statutes and/or regulations in preparing documentation; interpreting court rules and agency policies and regulations; keeping abreast of the latest court rules, calendar changes, and pending legislation; monitoring and adhering to court deadlines; reviewing and/or preparing legal documents, such as briefs, writs, and pleadings for court filing; responding to relevant case-information requests from courts; performing legal research and analysis of law sources, such as statutes, legal articles, legal decisions, opinions, rulings, memoranda, and other legal material; preparing draft legal documents; providing assistance in the discovery process; providing paralegal assistance by interpreting applicable legal provisions, regulations, precedents, and policies; responding to requests and obtains information of a sensitive nature; acting as liaison between the Office of the Attorney General, the court system, relevant attorneys' offices, and the general public; also serving as liaison for the Office of the Attorney General regarding relevant policies and procedures; updating and maintaining case records, pleadings, policy manuals, and file systems; assisting in the drafting of proposed legislation and advisory opinions; providing training and assistance to staff; performing business mathematical computations; performing 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.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, a [CT-HR-12](#) Application for Employment, and three (3) letters of reference. Current State employees must also provide a copy of the last two (2) performance appraisals. Please include the *Job Posting Number* above, and send all required information postmarked or electronically received by the closing date to:

Susan L. Cavanaugh, Director of Human Resources
Office of the Attorney General
55 Elm Street – 7th Floor
Hartford, CT 06106
FAX: (860) 808-5375
Email: susan.cavanaugh@ct.gov

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.