

**DEPARTMENT OF REHABILITATION SERVICES**  
**JOB OPPORTUNITY**  
**STAFF ATTORNEY 2**

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

**Open To:** The Public

**Location:** 55 Farmington Avenue, Hartford CT

**Job Posting No:** 105408

**Hours:** Monday to Friday, 40 hours per week

**Bargaining Unit:** Administrative and Residual

**Salary:** \$81,751\* - \$104,619 Annually (AR-28)  
\* Employees new to state service start at the minimum of the range

**Closing Date:** April 13, 2015

The Department of Rehabilitation Services, is currently recruiting for one Staff Attorney 2 position. Qualified candidates should possess the following skills and knowledge:

- Interpretation and negotiation around contract terms
- Ability to interpret State and agency processes related to vendor selection
- Negotiating client complaints, including hearings and appeals
- Ability to guide/direct staff regarding legal requirements
- Experience responding to CHRO complaints
- Compliance and regulatory issues with vendors
- Knowledge of State and Federal confidentiality laws

**Examples of Duties:** Performs advanced and complex legal work of an agency; researches, interprets, analyzes and applies complex and conflicting laws and regulations, case law and legal principles; acts as hearing officer or represents agency in formal administrative and public proceedings on a full range of cases involving complex legal and technical issues; negotiates and drafts settlement agreements; drafts advisory opinions, rulings, decisions, recommendations, findings, legislation, statutes, regulations, publications and other related legal documents; assists in the preparation and presentation of trials and appeals; consults with the Office of the Attorney General on legal issues; researches complex legal issues; conducts investigations and enforcement proceedings; prepares comprehensive reports for use in administrative and court proceedings; prepares pleadings and other court papers; interprets and applies complex or conflicting laws and regulations, case law and legal principles; participates in the conduct of various educational activities; provides legal guidance when duly authorized; provides input into policy formation; may testify at or monitor legislative proceedings; may represent agency in court when authorized; reviews court decisions, new and proposed laws and regulations to determine impact on agency operations; prepares and maintains precedent manuals; reviews legal and other related documents for legal sufficiency; performs related duties as required.

**Knowledge, Skills and Abilities:** Considerable knowledge of legal principles, practices and procedures in Connecticut; considerable knowledge of legal research techniques; considerable knowledge of the Uniform Administrative Procedures Act; considerable knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable knowledge of relevant agency policies and procedures; knowledge of the rules of evidence; knowledge of criminal and constitutional law and legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to apply judicial decisions to the interpretation of statutes; considerable ability to comprehend, analyze and organize technical data and coordinate elements of legal cases.

**General Experience:** Two (2) years of experience in the practice of law.

**Special Requirements:**

- Must be admitted to practice law in the State of Connecticut.
- May be required to travel

**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 the following and forward as indicated below:**

1. State of Connecticut Application for Employment (CT-HR-12), available online at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).
2. Proof of current admittance to the Connecticut Bar in good standing
3. Copy of College transcript(s) (Original will be required upon hire)
4. Three (3) professional reference letters from current and/or former supervisors, or performance appraisals.
5. Candidates currently employed in state service, please submit your two (2) most recent service ratings in lieu of references with your application materials.

[DORS.Recruitment@ct.gov](mailto:DORS.Recruitment@ct.gov)

**THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL**

or

**Department of Rehabilitation Services**

**55 Farmington Avenue, 12<sup>th</sup> Floor**

**Hartford, CT 06105**

**ATTN: Human Resources**

**Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted.**

**PLEASE NOTE: The primary contact method will be via email if provided on your application.**

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED ON OR BEFORE April 13, 2015**

**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.