

State of Connecticut
JOB POSTING

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
PARALEGAL SPECIALIST

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

Open To: Lateral transfers and candidates on a current examination list

Location: Legal Affairs Unit, Middletown

Job Posting No: 110073

Salary: \$61,373 - \$79,424

Closing Date: Monday, November 3, 2014
(Incomplete or late application packages will not be considered)

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. State employees currently holding the PARALEGAL SPECIALIST 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.

Duties: Process all Freedom of Information caseloads and Personal Data Act requests; communicate with the Office of the Attorney General, State's Attorneys, outside counsel and/or the courts as appropriate; process requests for information from Public Defenders, State's Attorneys, Attorney General and private attorneys; provide complex recommendations regarding FOI and PDA requests; researches relevant statutes and applies exemptions; recognize and evaluate relevant facts and multifaceted legal concepts; draft correspondence and other documents in response to FOIA requests, compose answers to procedural correspondence; organize documents and evidentiary compound exhibits for hearing; examines legal documents to assure that all necessary legal steps and points have been covered, and that all legal deadlines and due process requirements are met; schedule, initiate and carry out all legal form preparation, correspondence, clerical processing, court filing, and notifications necessary for presentation at hearings; track and monitor the progress of requests; evaluates agency records; maintain files for various requests received and active litigation and CHRO matters; tracks and routinely updates general litigation, claims, and administrative case/file status; develop effective systems to intake, track and monitor requests for review and prepares memoranda specifying response to various divisions within the Department; and performs related duties as required.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, [CT-HR/12](#) (State Application) & [CT-HR/13](#) (Addendum), and two most recent performance appraisals by **Monday, November 3, 2014, close of business** to:

The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457
Attn: Denise Shelton, Human Resources Associate
or
Fax: (860) 685 – 8356

Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & 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 Employment Opportunity Employer