

STATE OF CONNECTICUT
Office of Protection and Advocacy for Persons with Disabilities
STAFF ATTORNEY 1

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

Open To: The Public
Location: 60B Weston Street, Hartford, CT 06120
Schedule: Full Time Monday through Friday
Hours: 8 hours daily; 40 hours per week
Salary: AR25/Step 1= \$66,608 starting salary for new state hires
Job Posting #: 11127
Closing Date: **March 22, 2012**

Preferred candidates will have a demonstrated interest in Disability Rights, Special Education or Civil Rights Law.

EXAMPLES OF DUTIES: Receives generalized training in all aspects of agency legal work; acts as hearing officer or represents agency in formal administrative and public proceedings involving legal and technical issues; analyzes complex and technical evidence; 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 routine legal issues and assists in researching 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 statutes, regulations and rulings; participates in the conduct of various educational activities; may provide legal counsel and advice when duly authorized; may testify at or monitor legislative proceedings; reviews court decisions, new and proposed laws and regulations to determine impact on agency operations; assists in the preparation and maintenance of precedent manuals; reviews legal and other related documents for legal sufficiency; performs related duties as required.

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

EXPERIENCE AND TRAINING: General Experience: **A degree from an accredited law school.**

SPECIAL REQUIREMENTS: 1. **Incumbents in this class must be admitted to practice law in the State of Connecticut within one (1) year of the date of appointment.** Pursuant to Section 51-88 of the Connecticut General Statutes, an incumbent who has not been admitted to practice law may not "assume, use or advertise the title of lawyer, attorney and counsel at law, counselor at law, attorney, counselor, attorney and counselor, or an equivalent term, in such a manner as to convey the impression that he is a legal practitioner of law".

2. May be required to travel.

Note: Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

Candidates who meet the minimum requirements should forward, prior to the closing date above, **a cover letter that describes your interest and suitability for the position, resume, and an application form CT HR 12**, which can be obtained from the State Department of Administrative Services website at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf:

Deborah Craig, Human Resources Specialist
Department of Administrative Services
Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, CT 06106

Confidential FAX: (860) 622-4921
(Preferred method of submission)

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities. Position filled pending clearance of SEBAC/Re-Employment lists.