

Department of Rehabilitation Services  
**JOB OPPORTUNITY**  
Staff Attorney 2

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

**Open To:** Public

**Location:** 25 Sigourney Street, Hartford, CT.

**Job Posting No:** 105408

**Hours:** 8:00AM to 5:00PM

**Salary:** \$77,057.00 – 98,612.00  
\$79,369.00 - \$101,571.00, effective 8/26/13

**Closing Date:** July 11, 2013 – July 31, 2013

**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.

**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

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.

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EXPERIENCE AND TRAINING:**

**General Experience:**

STAFF ATTORNEY 2: Two (2) years of experience in the practice of law.

STAFF ATTORNEY 3: Three (3) years of experience in the practice of law at the level of Staff Attorney 2 in the same state agency.

**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 PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). Current state employees should include their two (2) most recent service ratings. Due to the large number of applications received, we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. No fax copies will be accepted. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:**

**Sabrina Betts, Human Resources Specialist  
Department of Rehabilitation Services  
25 Sigourney Street – 6<sup>th</sup> Floor  
Hartford, CT 06106**

**APPLICATIONS MUST BE RECEIVED AND POSTMARKED BY  
Thursday, July 31, 2013 CLOSE OF BUSINESS**

The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at:  
[www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).

**The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities**

