

DEPARTMENT OF HOUSING
JOB OPPORTUNITY
STAFF ATTORNEY 1
LEGAL UNIT

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

Open To: The Public

Location: 505 Hudson Street, Hartford

Job Posting No: 108896

Hours: 40 hours per week/Full-time

Salary: AR 25 \$70,666 (min) - \$91,080 (max)
new hires to state service start at the minimum

Closing Date: August 13 2014

NOTE: *The filling of this vacancy will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.*

Knowledge, Skills and Abilities: Knowledge of legal principles, practices and procedures in Connecticut; knowledge of legal research techniques; 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 & Training: A degree from an accredited law school;

Special requirement: 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". May be required to travel.

Individuals currently employed by the State of Connecticut as a Staff Attorney 1 or those who have previously attained permanent status as a Staff Attorney 1 may apply for lateral transfer.

Preferred Skills: The preferred candidate should have experience in litigation and/or administrative law; strong writing skills; familiarity with affordable housing and/or related subsidy programs.

Example of Duties: Acts as a hearing officer on behalf of the agency, or otherwise represents the agency, in formal administrative and public proceedings involving legal and technical issues, including, without limitation, hearings required in connection with the Rental Assistance Payment or federal Section 8 program, fair hearings, hearings of appeals under the Connecticut Uniform Relocation Act, hearings required under Connecticut General Statute Section 8-64a, and other hearings under applicable law; Analyzes complex and technical evidence; drafts findings, determinations, advisory opinions, rulings, and decisions; conducts legal research; interprets statutes, regulations, cases, administrative agency rulings and other legal authorities; drafts agreements and memoranda of understanding; drafts correspondence; drafts legal research memoranda, recommendations, legislation, statutes, regulations, publications and other legal documents; consults with the Office of the Attorney General on legal issues; confers with outside counsel; prepares comprehensive reports for use in administrative and court proceedings; participates in the conduct of various educational activities; reviews court decisions, new and proposed laws and regulations to determine impact on agency operations; provides legal advice, when duly authorized; reviews legal and other related documents for legal sufficiency; assists in advising the Commissioner, Deputy Commissioner and/or other senior management and supervisory staff regarding legal matters; may conduct investigation and enforcement proceedings; may assist in the preparation and presentation of trials and appeals; may prepare pleadings and other court papers; may review documents in connection with Freedom of Information requests; and performs related duties as required; hearing officer or represents the Department 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; 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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR12) to:

Linda Shackett Blue
Human Resources
Department of Administrative Services/SmART Unit
165 Capitol Avenue, 5th fl
Hartford, CT 06106
OR
CONFIDENTIAL FAX NUMBER 860-622-2968
linda.shackett-blue@ct.gov

we cannot confirm receipt of your application package

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.