

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
STAFF ATTORNEY 2
Procurement Division

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

Open To: The Public

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 80 Hours Biweekly

Salary: AR 28 Annual Minimum \$77,057 – Annual Maximum \$98,612
New hires to State service will start at the minimum.

Closing Date: June 27, 2013

The ideal candidate will provide efficient and ethical leadership and expertise on variety of issues pertaining to contract law in the Procurement Division, Department of Administrative Services of the State of Connecticut. The successful candidate will be accountable for independently performing a full range of legal tasks, including drafting and reviewing a wide range of contracts and other documents for goods and services, assisting in negotiations, conducting research and training, drafting policy and providing legal advice on matters pertaining to transactions, legislation, regulations and administrative policy in addition to other related assignments.

Knowledge: The ideal candidate must possess the ability to interpret and apply state and federal laws, statutes and regulations to the procurement of goods and services and related matters.

Preferred Experience: Minimum of three (3) years experience of drafting and negotiating contracts, preferably, but not necessarily, in the area of procuring goods and services. Such experience may include work in the area of leasing property and real property. The ideal candidate must possess written and oral communication skills and the ability to work cooperatively with internal and external staff including attorneys, other procurement professionals and customers of the agency.

Eligibility Requirement: A license to practice law in the State of Connecticut is required. This is a non-examined competitive classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and a CT-HR-12, Application for Employment, (State of CT employees should also include their last 2 performance appraisals) to:

Department of Administrative Services
165 Capitol Avenue, 5th Floor East
Hartford, CT 06106
Attn: Eileen Morin
Or
Fax #: (860) 713-7473

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.