

Office of the Treasurer
JOB OPPORTUNITY
Student Law Clerk
Legal Unit – Executive Office

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

Open To: The Public
Location: 55 Elm Street, Hartford, CT 06106
Job Posting No:
Hours: 8 am – 5 pm
Salary: \$12.00 - \$12.95
Closing Date: April 10, 2015

The Office of the Treasurer anticipates two (2) full-time Student Law Clerk positions in the Executive Office.

Examples of Duties:

Research law, securities regulation, legislative, corporate governance, compliance); drafting documents (contracts, presentations, legislation, reports, requests for qualifications or proposals); prepare for and attend meetings; document organization; document review; document intake; and perform other duties as needed.

Knowledge, Skills and Abilities:

Knowledge of legal terminology and methods of indexing and filing legal materials; knowledge of methods of recording legal documents; skill in preparation of legal documents and abstracts of such documents; ability to prepare comprehensive written reports. Knowledge of Microsoft Office Suite; ability to operate office equipment, ability to work independently or in a team as required; possess strong work ethic; highly motivated, organized and able to meet deadlines; excellent oral and written communication, interpersonal, and analytical skills; and ability to understand and carry out oral and written instructions.

Eligibility Requirements:

- (1). Undergraduate Degree
- (2). Completion of one year of Law School
- (3). Applicants must be in good academic standing
- (4). Preferred Coursework: Contract, Real Estate, Securities and Administrative Law; Legal Writing; and Professional Ethics
- (5). Ability to work effectively in a professional office setting

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, an Application for Employment (CT-HR-12) and legal writing sample to:

Office of the Treasurer
Attn: Gail Crockett
55 Elm Street
Hartford, CT 06106
Fax: (860) 702-3003
Gail.crockett@ct.gov

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.