

**DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
PARALEGAL SPECIALIST
STATE MARSHAL COMMISSION OFFICE**

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

Open To: Candidates on the current Certified Examination List & those currently holding permanent status as a Paralegal Specialist. (See eligibility requirements below.)

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: **00074469-PARALEGAL**

Hours: Full-Time (40 hrs/week)

Salary: AR-22: Salary Range: \$61,373 - \$79,424
Incumbents new to State employment start at the minimum of salary range.

Closing Date: October 27, 2014

The Department of Administrative Services' State Marshal Commission Office is seeking a Paralegal Specialist who will perform the following duties:

LEGAL OFFICE OPERATIONS: Provides paralegal assistance by interpreting complex statutes, regulations, and opinions; performs legal research and analysis of statutes, regulations, legal decisions, agency opinions, rulings, memoranda and other legal material and precedents; prepares draft legal documents, correspondence, agency opinions and research memoranda; provides assistance with general case management including monitoring and adhering to Uniform Administrative Procedure Act deadlines, responding to relevant case information requests, and updating and maintaining case records and filing systems; responds to complex requests from the regulated community and the general public and obtains information of a sensitive nature; assists in creating and maintaining electronic case files and disciplinary and research databases; assists with state marshal compliance with statutory filing, annual fee and training deadlines and insurance requirements; assists with state marshal training including drafting, updating and maintaining the state marshal manual, drafting training materials and conducting state marshal training seminars; assists in complying with record requests pursuant to the Freedom of Information Act; assists in complying with state marshal audits; performs related duties as required.

COMMISSION MEETINGS: Assists in the general administration of monthly State Marshal Commission meetings and compliance with the Freedom of Information Act which may include preparing meeting agenda and materials for the Commissioners, recording the votes taken at meetings, and preparing meeting minutes; performs related duties as required.

CASE PRESENTATION OR HEARING: Analyzes highly complex cases; provides assistance with case development including drafting and issuing subpoenas, gathering relevant evidence and documentation and preparing the same for presentation at hearings; interviews witnesses; drafts legal documents, detailed memoranda, correspondence and proposed findings; otherwise assists attorneys in preparing for and conducting hearings; performs related duties as required.

ELIGIBILITY REQUIREMENT: Applicants must have applied for and passed the Paralegal Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title may apply for lateral transfer. Applicants will not have the opportunity to take this exam prior to the above closing date to qualify for this particular vacancy.

PREFERRED CANDIDATES:

The preferred candidate should have:

- Experience providing litigation or administrative hearing support;
- Experience utilizing electronic recordkeeping systems and providing case flow and database management;

- Oral communication skills, including experience conducting interviews and handling sensitive information.

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 must submit a cover letter, a CT-HR12 Application for Employment, and a resume to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
S.m.A.R.T./DAS HUMAN RESOURCES
165 Capitol Avenue
Hartford, CT 06106
ATTN: Susan Turko, Human Resources Specialist
OR
FAX to: 860-622-2835 (*Preferred Method*)
OR
EMAIL to: susan.turko@ct.gov**

JOB POSTING NO. 00074469-PARALEGAL MUST BE LISTED ON THE JOB APPLICATION.

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE 10/27/2014 DEADLINE
WILL NOT BE CONSIDERED.**

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.