



EXAMINATION OPEN TO THE PUBLIC
LEGAL INVESTIGATOR

ANNUAL \$66,608 SALARY: \$85,851 **SALARY GROUP: AR 25** **APPLICATION CLOSING DATE: NOVEMBER 2, 2012** **EXAM NO: 121800OCDM**

PURPOSE OF CLASS: In the Office of the Attorney General or Office of Governmental Accountability, this class is accountable for conducting investigations and assisting in the preparation and presentation of criminal and civil actions.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **NOVEMBER 2, 2012:**

GENERAL EXPERIENCE: Seven years of investigatory experience in law enforcement, insurance claims, or a closely related field. [Note: Investigatory experience is defined as employment primarily involved with systematically reviewing and searching written data and material, conducting personal interviews and performing surveillance of persons or events to gather information necessary to discover, identify and prosecute civil or criminal violations of the law.]

SUBSTITUTIONS ALLOWED: (1) College training in law enforcement, public safety administration, business administration or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in public safety administration, criminal justice or a closely related field or a Law degree may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicles Operator's license.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of relevant state laws and regulations; considerable knowledge of investigatory methods and techniques; considerable knowledge of rules of evidence and legal processes; knowledge of common business practices; knowledge of financial accounting; considerable interviewing skills; considerable oral and written communication skills; considerable interpersonal skills; considerable ability to gather and interpret statistical and narrative data; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF: **PART** **WEIGHT**
(Exam questions will cover KSA's listed above.) **WRITTEN** **100%**

THE EXAMINATION WILL BE HELD ON: WEDNESDAY, DECEMBER 12, 2012.
(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by November 2, 2012. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

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, persons with disabilities and military veterans.