

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
OFFICE OF THE COMMISSIONER

STAFF ATTORNEY 1 - #OC100366
LEGAL AFFAIRS UNIT

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

Open To: The Public, State Employees,
Location: 410 Capitol Avenue, Hartford, CT 06106
Job Posting No: OC100366
Hours: Monday - Friday, 8:00 am - 4:30 pm, 40 hours per week
Salary: \$66,608.00
Posting Date: July 17, 2012 **Closing Date:** July 23, 2012

The duties include but are not limited to: Receives generalized training in all aspects of agency legal work; acts as hearing officer or represents DMHAS 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; consults with the Office of the Attorney General on legal issues; 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.

Knowledge, Skills and Abilities: Knowledge of legal principles, practices and procedures in Connecticut; knowledge of legal research techniques; knowledge of the Uniform Administrative Procedures Act and civil procedures; 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.

General Experience: A degree from an accredited law school.

Special Requirement: 1). Incumbents in this class 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"; **2).** Incumbent will be required to travel and must have a valid motor vehicle operator's license.

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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATION TO:

DMHAS/Office of the Commissioner

Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
Fax: (860) 418-6697
Edra.Knight@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. (AR-P5)