

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
ADMINISTRATIVE HEARINGS SPECIALIST**

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

Open To: Candidates on a current examination list.

Location: Office of Consumer Counsel (OCC) OCC is an independent state agency, but the Department of Energy and Environmental Protection performs some of its administrative functions, including human resources.

Job Posting No: 00107301

Type of Position: Full-time, Permanent

Annual Salary: \$62,411.00 - \$80,682.00 (AR23-Step 1)

Closing Date: 05/20/14

Eligibility Requirement: Candidates must have applied for and passed the **ADMINISTRATIVE HEARINGS 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 or those who have previously attained permanent status may apply for lateral transfer.

Description of Duties:

Performs the related duties in organizing cases before administrative and adjudicative bodies or panels; reviews and analyzes cases for substantive issues and prepares cases for hearing; performs legal research; identifies compliance requirements with agency administrative and/or adjudicative rules and procedures; provides recommendations for policies, rules, directions, and techniques related to case management; plans and develops case strategies and positions to be employed at informal hearings; determines settlement strategy and value if applicable; prepares final settlement documents and stipulated agreements; prepares requests for consolidation, continuance and other types of motions and/or pleadings; prepares summaries of cases, including outcomes, for annual reporting; acts as liaison with agencies and outside officials regarding policies and procedures; facilitates agency receipt of protected documents with outside parties, agency staff and consultants; coordinates discovery process; prepares reports and correspondence; assigns and oversees case management with staff; may draft proposed changes to rules and regulations; may coordinate lawsuits and out of court settlements; may lead lower level staff and performs related duties as required.

Knowledge, Skills and Abilities:

- Considerable knowledge of relevant statutes and regulations and relevant agency policy and procedures;
- considerable knowledge of legal processes, terminology and forms including legal research techniques;
- knowledge of appellate and Supreme Court operations and rules;
- considerable paralegal skills;
- considerable interpersonal skills;
- considerable oral and written communication skills;
- considerable negotiation skills;
- considerable ability to understand and interpret technical reports and related information;
- ability to utilize computer software.

General Experience:

Five (5) years of experience providing paraprofessional legal assistance to an attorney or performing case management functions in a regulatory agency.

Special Requirement:

- Incumbents in this class may be required to travel.
- Incumbents in this class may be required to possess and retain 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.

*The educational institution must be recognized by the CT Department of Higher Education as an accredited institution (www.chea.org). For foreign degrees not listed as accredited, documentation of equivalency from a recognized United States accrediting service must be submitted with your application package.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a [CT-HR-12](#) Application for Employment and current state employees must provide a copy of his/her last two performance appraisals to: **(Incomplete packages will not be considered)**

Department of Energy and Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Anne Dana
Telephone: (860) 424-3006
Fax: (860) 424-3896

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or deep.accommodations@ct.gov