



## EXAMINATION OPEN TO THE PUBLIC ADMINISTRATIVE HEARINGS SPECIALIST

ANNUAL \$62,411  
SALARY: \$80,682

SALARY  
GROUP: AR 23

APPLICATION CLOSING  
DATE: MARCH 12, 2014

EXAM  
NO: 140290OCMC

### SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In a state agency legal unit, this class is accountable for acting as a specialist in the coordination of all cases coming before agency administrative and/or adjudicative panels or proceedings.

#### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MARCH 12, 2014**.

**GENERAL EXPERIENCE:** Five years of experience providing paraprofessional legal assistance to an attorney or performing case management functions in a regulatory agency.

**SPECIAL EXPERIENCE:** One year of the General Experience must have involved work in one of the following capacities. (1) Performing the most complex tasks in providing paraprofessional legal assistance to an attorney and supervising the operations of a legal office. (2) Preparing and presenting cases before or conducting agency administrative hearings. **Note:** For State Employees, this is the level of Paralegal Specialist 2 or Public Utilities Administrative Hearings Coordinator.

**SUBSTITUTION ALLOWED:** (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of one year. (2) An Associate's degree in legal assistance or an Associate's degree and a certificate of completion of a Legal Assistant Certificate Program from an accredited college may be substituted for two years of the General Experience. (3) A Bachelor's degree in legal studies or a Bachelor's degree and a certificate of completion of a Legal Assistant Certificate Program from an accredited college may be substituted for four years of the General Experience. (4) A Bachelor's degree and completion of one year of a law school curriculum may be substituted for the General Experience. (5) A certificate of completion of a paralegal studies program from a private occupational school approved by the Connecticut Department of Education may be substituted for six months 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 Vehicle Operator's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of relevant statutes and regulations; considerable knowledge of relevant agency policy and procedures; considerable knowledge of legal processes, terminology and forms; considerable knowledge of legal research techniques; knowledge of appellate and Supreme Court operations and rules; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to negotiate; considerable ability to understand and interpret medical reports and related information; ability to utilize computer software; some supervisory ability.

#### THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

#### APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) **Completed Application Form (CT-HR-12)**
  - (2) **Supplemental Examination Materials (see instructions below)**

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 AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Administrative Hearings Specialist include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Administrative Hearings Specialist cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience providing paraprofessional legal assistance to an attorney including experience with legal processes, terminology and forms. Be specific in detailing your experience in preparing and scheduling court and/or administrative proceedings. Detail your experience in determining strategies to settle or litigate cases including drafting motions, documents and stipulated or settlement agreements. Indicate any experience preparing requests for consolidation, continuance and other types of motions. Include any experience coordinating third party lawsuits and out of court settlements. (2) Experience in legal research techniques including reviewing and analyzing information. Detail your experience prioritizing and determining the readiness of cases for hearings, identifying and evaluating procedural or other defects, weaknesses or departures from agency-interested administrative and/or adjudicative rules or procedures. Detail your experience providing recommendations for direction, techniques, policies and roles related to cases and planning and developing case strategies and positions to be employed in administrative or judicial proceedings. Be specific about the type of cases you have researched and your involvement. (3) Oral and written communication experience. Detail your experience preparing and presenting cases in judicial or administrative settings. Be specific as to the type of cases presented and hearings in which you were involved and your actual role and the outcome. Detail your experience preparing reports, motions, procedural documents, memoranda of law, briefs, stipulated or settlement agreements or correspondence pertaining to cases, drafting changes to rules and regulations, summaries and annotations of cases. Detail any experience serving as liaison to others, the purpose of the contacts and with whom they were made. (4) Supervisory/lead experience. Detail your experience leading or supervising others including the number and job titles of those you lead/supervised. Include any experience conducting performance evaluations, scheduling and assigning work and training staff. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by March 12, 2014.** (5) Mail applications/examination materials 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.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by April 25, 2014.** (8) **A separate application/examination package 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.