



STATE OF CONNECTICUT

OFFICE OF EARLY CHILDHOOD



Connecticut Office of
Early Childhood

Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

Myra Jones-Taylor, Ph.D.
Commissioner

CONNECTICUT STATE OFFICE OF EARLY CHILDHOOD

JOB OPPORTUNITY

Chief Legal Counsel

Open To: The Public

Hours: Full Time, 40 hrs/week and 5 days/week

Location: 165 Capitol Avenue, Hartford, CT

Closing Date: Open Until Filled

Compensation: Salary Contingent on Experience

The Office of Early Childhood (OEC) invites candidates who have successful background and experience in leading organizational work related to legal oversight and administration. We are seeking a team player who is motivated and excited to work in a dynamic and growing agency and who has demonstrated the ability to research and analyze complex legal issues in depth and to express herself/himself clearly both orally and in writing.

The OEC is responsible for a number of regulatory and programmatic areas requiring legal guidance. These include Child Care and Youth Camp Licensing, Child Care Subsidies, State Pre-K, and family support programs.

The position is responsible for effectively planning the legal direction of the agency, managing urgent issues, and providing legal counsel to the Commissioner and her staff. The position will report directly to the Commissioner. This is an Executive Assistant position that is appointed by the Commissioner.

RESPONSIBILITIES

- Provide legal opinions regarding agency issues to the Commissioner and Division Leaders;
- Ensure the agency is in compliance with federal and state statutes and administrative rules;
- Develop a plan and make recommendation for the legal direction of the agency;
- Take regulatory action to enforce the law;
- Conduct legal research, prepare legal memoranda, draft proposed orders and make oral presentations;
- Draft legislation and administrative rules;

Phone: (860) 713-6410 • Fax: (860) 713-7037

165 Capitol Avenue

Hartford, Connecticut 06106

www.ct.gov/oec

Affirmative Action/Equal Opportunity Employer

- Provide counsel to the Commissioner about multiple issues that arise related to personnel, interpretation of legal mandates, fiscal responsibilities related to grant requirements, misuse of federal funds;
- Respond to questions, requests for information and when appropriate comments on the law or related statutes, pending or proposed legislation and other office work product from legislators and legislative staff;
- Rapidly develop sufficient subject-matter knowledge to provide accurate, useful and understandable information and reliable legal advice;
- Use analytical, problem solving and communications skills and good judgment to identify potential solutions to legal and other problems; and make and implement timely decisions independently;
- Provide a variety of complex legal services that may be unique, controversial or technical in nature and require extensive original research and analysis;
- Hold responsibility for all legal functions within the agency;
- Function as lead counsel on major negotiations;
- Provide legal advice and published formal opinions to the Commissioner and her staff on issues involving substantial public policy concerns and substantial financial impact;
- Provide supervision of assigned staff;
- Prepare bills and amendments that conform to the legal requirements and that accomplish the substantive changes sought;
- Perform other duties assigned by the Commissioner.

QUALIFICATIONS

- JD degree from an accredited law school and must be admitted to the Connecticut State Bar;
- Understanding of the Connecticut Uniform Administrative Procedures Act used for administrative hearings;
- Experience with State administrative practices and procedures preferred but not required;
- Legal research techniques, including use of technology;
- Outstanding demonstrated oral and written skills;
- Demonstrated communication skills with the public;
- Demonstrated ability to analyze facts, evidence and precedents and arrive at logical interpretation;
- Knowledge and experience with administrative hearings;
- Demonstrated ability to understand applicable statutes and appropriate review criteria and demonstrate commitment to thoroughness as evidenced by questions asked, issues raised for discussion, and actual problems identified.

APPLICATION PROCESS

Send resume and cover letter to the Office of Early Childhood:

Loree Armstrong

Office of Early Childhood

165 Capitol Ave.

Hartford, CT 06106

860-713-6411 (ph)

860.713-7037 (fax)

Loree.armstrong@ct.gov