



State of Connecticut
Office of the Attorney General
Assistant Attorney General-I/II
EMPLOYMENT Section

CLASS TITLE: Assistant Attorney General-I/II
LOCATION: Employment Section
HOURS: Full-Time, 40 Hours per week
SALARY: Assistant Attorney General-II: \$111,028 annually
Assistant Attorney General-I: \$91,254 annually
CLOSE DATE: Search will Continue until Position is Filled

OVERVIEW:

The Employment Section defends all state agencies and state officials in all branches of government, including the state Universities, in employment-related litigation and administrative complaints. The Employment Section also provides legal advice and guidance to state agencies on employment issues. We are currently defending the state in numerous employment cases in the state and federal courts, as well before the Connecticut Commission on Human Rights and Opportunities and the Equal Employment Opportunities Commission.

OFFICE OF THE ATTORNEY GENERAL:

The Connecticut Office of the Attorney General offers challenging, interesting, and meaningful work. Our attorneys are given significant responsibility and hands-on experience early in their careers. We are dedicated to public service, and our fifteen legal departments offer a diverse and broad range of legal initiatives. The Office is an Affirmative Action/Equal Opportunity employer, and we welcome applications from all qualified candidates.

SPECIFIC RESPONSIBILITIES:

This is a litigation position. An Assistant Attorney General in the Employment Section defends lawsuits that are filed in state court, federal court, and administrative forums. This position requires an AAG to perform advanced and complex legal work. The AAG researches, interprets, analyzes, and applies relevant state and federal laws, statutes, regulations, and legislation; prepares pleadings and other court papers; conducts detailed discovery, including significant e-discovery and taking and defending depositions, handles the preparation and presentation of trials and appeals in state and federal courts, as well as in various administrative forums, including the Commission on Human Rights and Opportunities, the Claims Commission, and the Freedom of Information Commission; and negotiates and drafts settlement agreements. The AAG also consults with the agencies outlined above on legal issues; understands and applies legal principles, practices, and procedures applicable under Connecticut and federal law; has the ability to balance a caseload with competing demands in a timely manner; and works well both independently and in a team environment.



QUALIFICATIONS:

Applicants must be admitted to the Connecticut bar, or be eligible to waive into the Connecticut bar, and be in good standing at the time of application. Applicants must be admitted in good standing to, or eligible to become admitted to the United States District Court for the District of Connecticut. Ideal candidates are those who are passionate and enthusiastic about joining the CT Office of the Attorney General, have a demonstrated interest in defensive litigation, and have some or all of the following skills and attributes:

- Civil litigation experience, including some or all of the following:
 - drafting pleadings and dispositive motions, including motions to dismiss and motions for summary judgment;
 - managing discovery, including e-discovery;
 - conducting trials in state and federal court and administrative hearings;
- Excellent analytical skills and the ability to work on complex issues;
- Excellent legal research and writing skills with a keen attention to detail;
- Excellent communication and oral advocacy skills;
- Excellent organizational and time management skills;
- Capable of independently managing and progressing a full and diverse caseload;
- Experience or interest in employment law;
- Experience or interest in administrative law;
- Experience or interest in negotiating settlements and mediating issues;
- Practical and creative problem-solving abilities; and
- Team player who enjoys collaborating with colleagues.

APPLICATION INSTRUCTIONS:

If you are interested in joining our Employment Section, please download our application package at the links below, and submit an application directly to Human Resources at susan.cavanaugh@ct.gov, with a copy to the Employment Section Chief at colleen.valentine@ct.gov

Application:

https://portal.ct.gov/-/media/AG/Employment/AAG_Application.pdf

Additional Supplemental Documents and Instructions:

<https://portal.ct.gov/-/media/AG/Employment/AAG-Instructions-to-candidates.pdf>