

CT Public Defenders

 (860) 509-6400

 <https://portal.ct.gov/ocpd>

OPEN TO THE PUBLIC Legal and Legislative Affairs Aide

Applications are now being accepted for the position of Legal and Legislative Affairs Aide for the Legal and Legislative Affairs unit at the Office of Chief Public Defender in Hartford, CT. Applicants for this position must have strong administrative skills and will work under the supervision of the agency's Legal Counsel.

Examples of Duties: The duties entail dealing professionally and ethically with *highly confidential* information. The position handles a high volume of legal correspondence and inquiries. The successful candidate reports to Legal Counsel and assists both Legal Counsel and the Assistant Legal Counsel with: proofreading and filing; financial eligibility appeals and investigations; legal research and the collection and compilation of information from a variety of sources; preparation of statistical and/or narrative reports for various projects; file creation and filing for civil, criminal and administrative proceedings; training; and other legal and ethical matters.

In addition, the position collaborates with external agencies, legislators, stakeholders and the field offices; assists in updating and maintaining the unit's tracking system and/or database; creates and maintains statistical or other needed reports; verifies the completeness and accuracy of information created and provided to external stakeholders and field offices; coordinates fiscal requests within the unit; investigates administrative problems and makes recommendations for solutions; assists in planning and implementing administrative improvements; plans, schedules, and/or attends meetings, trainings, hearings, and conferences, and prepares reports as requested; reviews and/or prepares routine correspondence; and performs other related duties as directed.

This position will be fully on-site for a forty (40) hours work-week, with a possibility for up to one (1) day of remote work per week with supervisory approval following successful completion of the probationary period.

Qualifications: Five (5) years of experience at or above the level of Secretary, including at least two (2) years of experience as a Legal Assistant, performing a full range of secretarial and administrative support functions requiring independent judgment and a solid understanding of organizational policies and procedures. The successful candidate must possess strong interpersonal skills and the ability to interact well with multiple agencies. The successful candidate will possess the ability to manage processes and procedures and recommend changes when needed. The applicant will have a strong working knowledge of office systems and equipment, including Westlaw, Microsoft Office Suite, Adobe Acrobat, and virtual conferencing tools; and proficiency in social media and public record searches.

Preferred Qualifications: Paralegal Certification and prior legal and legislative experience.

Substitutions Allowed: A Bachelor's degree in a related field.

Starting Salary: \$77,355 - \$101,723 annually with full State benefits.

Application Process: All applicants, including permanent employees in the Division, must submit an employment application, letter of interest, and resume.

All forms can be obtained from our website:

<https://portal.ct.gov/OCPD/Employment/Employment-Opportunities>

ALL APPLICATION DOCUMENTS MUST BE INCLUDED IN ONE DOCUMENT PACKAGE and submitted to deborah.d.sullivan@pds.ct.gov and OCPDHR@pds.ct.gov no later than February 19, 2026. Only those applicants selected for an interview will be contacted.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

DPDS is an equal opportunity/ affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination based on race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status.

Applications by members of all underrepresented groups are encouraged.