

DIVISION: SUPREME/APPELLATE COURTS

X APPOINTMENT X PROMOTION RELOCATION

JOB TITLE: APPELLATE COURT LAW CLERK

OFFICE: APPELLATE COURT **LOCATION:** HARTFORD

B.U.: 44

ANNUAL SALARY: \$61,618.94

APPLICATIONS MUST BE RECEIVED BY: JANUARY 25, 2016

Applications are being accepted to fill an anticipated opening for the position of Appellate Court Law Clerk. This position is responsible for working on motions filed with the Court.

The annual salary of an Appellate Court Law Clerk is \$61,618.94, to be paid semi-monthly, and the term of service is for a period of twelve consecutive working months starting on the date of hire. A Law clerk in this position will have an annual bank of four personal leave days, twelve sick days and ten vacation days.

Applications should be addressed to the Honorable Alexandra D. DiPentima, Chief Judge of the Appellate Court, and emailed to ACLawclerkApplication@connapp.jud.ct.gov.

An original and three (3) copies of the following information should be included with the letter of application:

1. A cover letter;
2. A biographical resume;
3. A certified transcript of grades achieved in law school, including if available, information about class standing;
4. A copy of any relevant scholarly writing; and
5. At least one letter of recommendation from a faculty member with whom the applicant has studied or a letter or recommendation from a clerkship committee, or a letter or recommendation from a judicial branch supervisor familiar with the applicant's work. Letters of recommendation may be sent separately from the letter of application.

Applicants should have graduated in the first third of their class and have demonstrated proficiency in legal research and writing. Law Review experience or its equivalent is highly desirable. Law Clerks are not required to be members of the Bar of Connecticut or of any other

state. The Judges endorse the principle of affording equal employment opportunities to qualified applicants.

DIVISION: ADMINISTRATIVE SERVICES DIVISION

***** APPOINTMENT **X** PROMOTION **X** RELOCATION

JOB TITLE: PERSONNEL OFFICER

*This position is available to permanent, full-time Judicial Branch employees and current permanent, full-time State of Connecticut employees only.

OFFICE: HUMAN RESOURCES **LOCATION:** HARTFORD

B.U.: 41 **S.G.:** 27

APPLICATIONS MUST BE RECEIVED BY: JANUARY 25, 2016

POSTING NUMBER: 16-3000-001

The successful candidate will provide Judge Administration, Employment, Benefit and Retirement services to the justices, judges, family support magistrates, and to the probate court administrator. The preferred candidate must demonstrate the ability to perform a variety of confidential employment, benefit, retirement, and statistically-related functions while assuming multiple Human Resource Management responsibilities.

The ideal candidate will have proven time management, analytical, mathematical, written and oral communication abilities. Strong interpersonal skills are required in order to collaborate in a high-functioning team environment. The preferred candidate will be familiar with CORE-CT, Judicial Administrative Services Management Information Network (JASMIN), or other record-keeping and database management systems.

DIVISION: ADMINISTRATIVE SERVICES DIVISION

X APPOINTMENT **X** PROMOTION **X** RELOCATION

JOB TITLE: TECHNICAL SYSTEMS ANALYST I

OFFICE: BUDGET, PLANNING & INTERNAL AUDIT **LOCATION:** HARTFORD

B.U.: 41 **S.G.:** 26

APPLICATIONS MUST BE RECEIVED BY: JANUARY 25, 2016

POSTING NUMBER: 16-3000-002

Seeking a talented web designer and developer to create, design and develop Administrative Services web sites, web applications and reports. This position is also responsible for identifying process improvement enhancements and defining methods to automate business processes as they pertain to the Judicial Branch's learning management system. This candidate is responsible for the production support of Administrative Services applications. Excellent communication skills, both oral and written, as well as team project skills and the ability to work effectively with all levels of technical and non-technical staff are required.

The preferred candidate possesses:

- Experience in Visual Basic.NET, ASP.NET, Visual Studio 2012 or above, TFS;
- Ability to create SSRS reports, SQL Server 2012 (TSQL and stored procedures);
- Strong knowledge of SABA's Learning Management Systems;
- The ability to interpret and apply LMS functional standards to optimize consistency and system performance while meeting business needs;
- The ability to collect and interpret business requirements to provide scalable, end user-oriented solutions for tracking and reporting training;
- Ability to design and develop modern web application using HTML, CSS3, JavaScript;
- Experience in user interface design;
- Proficiency with Microsoft Word, PowerPoint and Excel, including pivot tables and filtering;
- Excellent analytical skills for problem solving and technical troubleshooting systems analysis;
- Basic project management skills; the ability to manage timelines, dependencies, deliverables and milestones.

In addition, troubleshooting, organizational and problem solving skills with a can-do attitude and the ability to adjust to changing requirements are essential. A positive and solution oriented approach to work, both as an individual contributor and a member of a highly functioning team is also required.

DIVISION: INFORMATION TECHNOLOGY DIVISION

X APPOINTMENT **X** PROMOTION **X** RELOCATION

JOB TITLE: BUSINESS PROCESS ANALYST II

OFFICE: JIS PLANNING & PROJECT MANAGEMENT

LOCATION: EAST HARTFORD

B.U.: 41 **S.G.:** 27

APPLICATIONS MUST BE RECEIVED BY: JANUARY 25, 2016

POSTING NUMBER: 16-4000-001

Seeking a Quality Assurance Analyst. The successful applicant will work closely with the project manager to set testing goals and guidelines for the project team; create and execute test scripts, including developing SQL queries to confirm results; examine and identify defects in data conversion processes, requirements on screens, overnight processes, web pages, and SQL tables, verify proper security access and restrictions throughout the applications; document and manage system defects and track required modifications and enhancements; work with IT staff and business partners to analyze and triage defects and confirm their resolution; identify missed requirements; balance workload to meet the project goals; participate in the development of an end-to-end quality product.

The ideal candidate will have the following qualities: strong organizational skills; experience with relational databases; strong ability to write SQL queries for database verification; experience with testing web applications; experience writing test plans and creating test scripts; experience verifying business requirements; proven ability to meet deadlines, set individual priorities and be self-directed; proven ability to be an effective member of a cross-functional team; strong written and verbal communications; strong interpersonal skills and customer focus; ability to communicate at many levels with both business and technical personnel; flexibility in applying best practices from both Agile and standard development processes to meet business needs. Experience with VSTS and mainframe data entry a plus. CSTE or CSQA certifications a plus.

DIVISION: INFORMATION TECHNOLOGY DIVISION

X APPOINTMENT **X** PROMOTION **X** RELOCATION

JOB TITLE: **SYSTEMS DEVELOPER TRAINEE**

OFFICE: INTERNET DEVELOPMENT

LOCATION: EAST HARTFORD

B.U.: 41 **S.G.:** 19

APPLICATIONS MUST BE RECEIVED BY: **JANUARY 25, 2016**

POSTING NUMBER: 16-4000-002

Seeking an individual for development and production support of web applications and our Judicial Branch website postings. This position requires a person with the desire & ability to create professional websites and a technical ability to perform associated programming. Desired skills include: Adobe Acrobat Standard/Professional; Microsoft Expression Web; HTML and Visual Studio ASP.NET. Excellent communication skills and the ability to work effectively with all levels of technical and non-technical staff are required. Experience with Photoshop is considered a plus.
