

**STATE OF CONNECTICUT
DIVISION OF CRIMINAL JUSTICE**

JOB OPPORTUNITY

**DCJ Deputy Assistant State's Attorney
New Britain Judicial District
G.A. 17 in Bristol**

**PLEASE FOLLOW THE SPECIFIC APPLICATION
FILING INSTRUCTIONS ON THE LAST PAGE**

LOCATION: 131 North Main Street, Bristol, CT 06010
HOURS: 8:00 a.m. – 5:00 p.m.
SALARY RANGE: \$67,641.02 - \$141,217.18 Yearly
PCN: 5131
CLOSING DATE: February 1, 2019

In the Division of Criminal Justice, this class is accountable for receiving training and representing the interests of the state in prosecution of assigned criminal and motor vehicle cases and infractions.

Examples of Duties

Reviews all documentation relative to assigned criminal cases and infractions and directs supplemental or further investigation; prepares cases for arraignment, selecting appropriate charges, preparing original statement of facts; reviews outstanding defense motions and prepares responses or objections as appropriate; interviews witnesses and victims; evaluates strengths and weaknesses of case in light of above findings; initiates and completes related legal research; responsible for plea negotiation with defense attorneys; conducts pre-trial conferences; conducts jury selection; tries cases before juries, three-judge panels, single judge or magistrate; may prepare appellate material for submission to Chief State's Attorney's Office after conviction; reviews applications for arrest warrants and - upon approval - signs and presents to presiding judge for final review and signature; may review applications for search and seizure warrants; maintains liaison with and functions as resource to state and local police; advises victims of crimes as to their rights and directs them to the appropriate supportive agencies; defends petitions of habeas corpus including preparation of pleadings, argument of motions, and trial of action; if a member of the Appellate Unit, defends appeals brought by convicted defendants before the Appellate Court and Supreme Court; performs related duties as required.

Knowledge, Skill and Ability

Knowledge of criminal law and legal process, legal principles and practice; knowledge of and ability to interpret and apply relevant State and federal criminal law; knowledge of the statutory authority, operation and administration of the Division of Criminal Justice; considerable interpersonal skill; considerable negotiating skill, considerable trial and counseling skills; considerable oral and written communication skill; considerable ability to analyze legal problems, present statements of fact, law and argument; ability to write legal briefs and supporting documentation.

Minimum Qualifications – General Experience

Membership in the Connecticut Bar and residency in the State of Connecticut.

Application Procedure

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position.

1. Cover letter
2. Division of Criminal Justice Application for Employment - available online at www.ct.gov/csao
3. Resume
4. Copy of law school transcript
5. The names and contact information for three (3) professional references to:

By e-mail to: DCJ.HR@ct.gov All documents must be combined into a single pdf

(This is the Preferred Method)

Or

**Office of the Chief State's Attorney
300 Corporate Place
Rocky Hill, CT 06067
Attn: Human Resources**

Application packages must be received or postal stamped no later than February 1, 2019

Applications received by facsimile will not be accepted

A complete job specification for DCJ Deputy Assistant State's Attorney is available [here](#).
