
DIVISION OF PUBLIC DEFENDER SERVICES
STATE OF CONNECTICUT
HUMAN RESOURCES

POSITION OPENING TO THE PUBLIC
ADMINISTRATIVE ASSISTANT

JULY 10, 2020

PLEASE POST AND CIRCULATE

Applications are being accepted for a full time Administrative Assistant in the Office of the Chief Public Defender- Delinquency Defense and Child Protection Unit. This position is responsible for performing a full range of complex administrative functions, including to support the Director of Child Protection and Delinquency Defense and the Child Protection and Delinquency Defense units. Schedule meetings, maintain calendars, and coordinate trainings for public defenders staff and Assigned Counsel, including venue selection, materials, travel/lodging expenses and other related logistics. Manage, track and respond to client calls and other case inquiries through communications with clients, Assigned Counsel and public defender staff. Manage and coordinate coverage for Family Support Magistrate matters. Maintain and manage a centralized email for all DCF notifications regarding child placement changes and client incarcerations and forward notifications to Assigned Counsel. Assist with trainings for Assigned Counsel serving as Guardians ad litem (GAL) and Attorneys for the Minor Child (AMC) in Family Court matters. Other related duties as required.

General experience: Five years of experience in administrative support, accounting support, or court support work.

Substitutions Allowed: College training may be substituted for general experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years for an Associate's degree.

Starting salary \$57,198.00 annually with State benefits for new hires.

Existing staff may apply for a transfer/promotional opportunity by submitting updated resume and letter of interest.

If you are interested in these opportunities, please submit an application, resume and letter of interest to Paula.Lohr@jud.ct.gov Human Resources Officer no later than **July 23, 2020**. **All documents must be submitted in one document.**

Employment Application may be obtained from our website <http://www.ct.gov/ocpd> forms.

Only those applicants selected for an interview will be contacted.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Division of Public Defender Services is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.