

**Deputy Director II – External Affairs Probate
State of Connecticut
Office of the Probate Court Administrator
West Hartford**

The State of Connecticut, Judicial Branch, Office of the Probate Court Administrator is seeking a Deputy Director II – External Affairs Probate for a full-time position to manage legislative operations and the various information, public education and relations for the Office of the Probate Court Administrator and the Probate Court system.

The successful candidate must have considerable knowledge of the federal and state legislative process; considerable knowledge of public relations and communications; considerable knowledge of law and legal process, legal principles and practice; considerable knowledge of agency procedures and operations; considerable knowledge of relevant state and federal laws; knowledge of and ability to apply management principles and techniques; considerable knowledge of and demonstrated ability in legal research; considerable interpersonal skills; considerable oral and written communication skills; computer skills; considerable ability to interpret proposed legislation and determine its application and impact on the Probate Court system and the Office of the Probate Court Administrator.

Salary Range: \$124,980 - \$163,670 annually – plus [State of Connecticut benefits](#). New employees begin at the minimum. The starting salary for existing state employees may be higher than the minimum, in accordance with existing Judicial Branch policy.

The State of Connecticut Judicial Branch offers its employees an excellent array of health and retirement benefits including but not limited to paid holidays, vacation, sick and personal leave, group life insurance, 457 deferred compensation, voluntary flexible spending account programs, discounted auto and home insurance policies and long and short-term disability.

EXPERIENCE AND TRAINING

General Experience: Membership in the Connecticut Bar and ten years of professional experience exercising a broad range of functions related to assigned areas, including planning, research and statistical analysis, organizational analysis, or a related field.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

2. A law degree or a master's degree in a related field may be substituted for one additional year of the General Experience.

Special Requirement: Required to have a valid motor vehicle operator's license and a motor vehicle available for daily use.

Careers at the Branch play an essential role for the public and society. Our meaningful, challenging, and interesting positions have a long-lasting effect that serves to advance justice and ultimately provides for the greater good of all.

Submit resume and cover letter by August 19, 2024, to: PCAPosting@ctprobate.gov. Submissions without these two items will not be considered. No phone calls relative to this position will be accepted.

EOE