

**Limited-Service SAS Secretary, Franklin County State’s Attorney’s Office**

The Franklin County State’s Attorney’s Office in St. Albans, Vermont is seeking a self-motivated, organized and dependable person to fill a Limited-Service SAS Secretary position, providing secretarial support to the State’s Attorney’s staff. Work is under the direction of the administrative assistant for the State’s Attorney. The position is 40 hrs./wk., M-F with benefits that include annual, sick, and personal leave, state holidays, retirement, health insurance (80% employer paid), life insurance, dental after 6 months, LTD after one year. This Limited-Service position is available for employment through June 14, 2024 but may be extended should funding be available.

**Summary of Duties:** Advanced clerical work and secretarial support to the State’s Attorney, Deputy State’s Attorneys and other staff. Prepare letters, correspondence, forms and documents. Answer telephone, emails and in-person inquiries; handle requests for assistance in accordance with policies. Significant amount of photocopying, filing, calendaring, sorting, data entry, and mailing work. May assist with schedules, monitoring calendar and approaching deadlines to alert SA, DSA and Victim Advocate staff. Must perform tasks under deadlines. Must maintain strict confidentiality of all information regarding cases and work, and adhere to state and federal confidentiality policies. Must respectfully interact with co-workers, supervisors, the public, clients, and partner organizations. Must demonstrate reliability, composure, empathy, and emotional intelligence. A positive and respectful attitude, ability to maintain effective work relationships, timely reporting to work and dependable attendance are performance expectations that will impact job tenure. Must represent the SA office in a professional manner both on and off duty.

**Knowledge, Skills and Abilities:** Working knowledge of office equipment, Microsoft Office programs. Must learn and adhere to the policies and procedures of the State of Vermont, the Department and the State’s Attorney’s office. Ability to develop a working knowledge of Vermont’s court procedures. Ability to learn and use the SAS and other agencies’ IT system(s). Ability to follow instructions and accurately perform work tasks. Ability to compose correspondence with accurate spelling, grammar and punctuation expected. Must be able to data enter, scan and file documents. Typing speed of 40 wpm. Ability to make correct and timely decisions. Must demonstrate excellent interpersonal skills.

**Environmental Factors**: Duties are normally performed in an office setting; limited travel may be required for which private means of transportation must be available. Duties require prolonged periods of typing and sitting. Pressure from deadlines, workload and constituents can be expected. Work outside normal hours may occur on infrequent occasions.

**Minimum Qualifications**:

High School diploma, GED or completion of vocational/technical training program in office administration, and a minimum of 2 years of secretarial experience in a professional office setting; or, Associates or Bachelor’s degree in business, accounting, office administration or other relevant field, and demonstrated skills as listed in KSA’s, above. If a job offer is made, must pass State tax compliance and a Department background check.

**DO NOT APPLY ONLINE**: Interested candidates should send a brief cover letter, resume, and a list of 3 work-related references with daytime contact numbers, to: Franklin County State’s Attorney Bram Kranichfeld at peggy.wimble@vermont.gov and to SAS Executive Assistant Ashley Perry at sas.jobs@vermont.gov.

*The Vermont Department of State’s Attorneys and Sheriffs is committed to equal employment opportunity for all individuals, and to providing a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, protected veteran or disabled status, genetic information, or crime victim status.*