**State of Vermont Department of State’s Attorneys and Sheriffs**

**Vacancy Announcement: Deputy State’s Attorney, Caledonia County State’s Attorney’s Office**

The Caledonia County State’s Attorney’s Office in St. Johnsbury, Vermont is hiring a Deputy State’s Attorney. A DSA represents the State’s Attorney’s Office in prosecuting criminal and certain civil offenses within Caledonia County. The position is full time and is eligible for 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. The DSA position is covered by the SAS DSA pay plan with a salary range of $30.67 to $60.74 based upon relevant legal experience. This is an excellent opportunity for an attorney interested in criminal justice work and acquiring substantial experience in trial work. A DSA is expected to effectively manage their caseload, and may be required to assist other offices at the direction of the State’s Attorney or the Executive Director. A DSA must work effectively with coworkers, law enforcement, community agencies, and other partners, and pursue best practices, innovative approaches and positive outcomes in the justice system.

Knowledge, Skills and Abilities: Ability to accurately interpret and apply statutes, rules and regulations. Ability to handle a high volume of work. Must possess excellent verbal and writing skills, and organizational skills to effectively meet deadlines in a fast-paced work environment. Ability to work independently, exercise initiative, maintain confidentiality, ensure accuracy, and meet deadlines. Computer skills are required, and must perform data entry into the case management system. Ability to maintain self-composure under stressful situations. Must establish effective working relationships and respectfully interact with all co-workers, supervisors, partner and community organizations, victims, and members of the public. Must have excellent interpersonal skills, and demonstrate empathy, emotional intelligence and maturity, particularly in dealing with victims of crime and other vulnerable populations.

Environmental Factors: Pressure from workload and deadlines can be expected. Work outside of the normal schedule regularly occurs. Private means transportation must be available.

Minimum Qualifications:J.D. degree and admission to the Vermont Bar. An individual who has read the law in Vermont and been admitted to the Vermont Bar is eligible to apply. An individual pending bar results or admission to the Vermont bar may be considered, but will be required to pass the bar and be admitted in Vermont within a reasonable timeframe as determined by the State’s Attorney in order to continue employment. Courtroom and jury trial experience is desirable.

**\*\*DO NOT APPLY ONLINE\*\*** Interested applicants must send a brief cover letter, current resume including starting and ending month and year for each job, education, and a list of three (3) work-related references with daytime phone numbers, to: Caledonia County State’s Attorney Claire Burns, [claire.burns@vermont.gov](mailto:claire.burns@vermont.gov), Administrative Secretary Rose Houde, [rose.houde@vermont.gov](mailto:rose.houde@vermont.gov) and to Executive Assistant Ashley Perry, [sas.jobs@vermont.gov](mailto:sas.jobs@vermont.gov).

*The Vermont Department of State’s Attorneys and Sheriffs is committed to equal employment opportunity for all persons, and 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.*