



Vacancy Announcement: Deputy State's Attorney
State of Vermont, Addison County State's Attorney's Office, Middlebury, VT

Summary of Duties: The Addison County State's Attorney's Office is hiring a part-time Deputy State's Attorney (20-30 hours per week). Candidate must possess excellent verbal and writing skills, and organizational skills to effectively manage a caseload and meet deadlines in a fast-paced work environment. The position is covered by the DSA Pay Plan with benefits that include annual and sick leave, state holidays, health insurance (80% employer paid), life insurance, dental after 6 months, LTD after one year.

A Deputy State's Attorney exercises all the powers and duties of the state's attorney in prosecuting criminal offenses within Addison County. litigate cases in state Criminal and Family court. may represent the State in post-conviction relief proceedings in Superior Court and handle appeals in Vermont Supreme Court. DSA's will handle their own caseload and may be required to assist other staff with research, trial preparation and trial. DSA's are expected to collaborate with other SA office staff, as well as law enforcement officers, partner agencies and organizations. DSA's will work with community stakeholders to ensure best practices in reducing incarceration and criminal behaviors. May assist in the furtherance of public policy efforts on issues affecting the criminal justice system and the department. Must ensure timely data entry of cases as required by the Office and Department.

Knowledge, Skills and Abilities: Working knowledge of Vermont and federal laws, particularly those relating to the work performed by the State's Attorney's Office. Ability to research and accurately interpret and apply state and federal statutes, rules and regulations. Ability to handle a high volume of litigation, both at the trial and appellate level. Ability to work independently, exercise initiative, and maintain confidentiality. Ability to consistently ensure accuracy in work product and in paying close attention to details. Ability to consistently meet deadlines. Ability to collect data and write reports to the department, granting agency, Vermont legislature. Knowledge of legislative and rule-making process. Ability to conduct training and make presentations to groups. Ability to maintain self-composure under stressful situations. Excellent skills in writing and oral communications. Ability to accurately use Microsoft Office programs and the SAS case management system(s). Ability to respectfully interact with all co-workers and supervisors, the public and partner organizations. Ability to establish and maintain effective working relationships within the Department and with our partner agencies and organizations. 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 deadlines, workload, partners and constituents can be expected. Work outside of the normal workday schedule can be regularly expected. Private means of transportation must be available. Computer work for research, case management, correspondence expected. Some lifting is expected (case file boxes).

Minimum Qualifications: J.D. degree and Admission to the Vermont bar is required (or pending). Preference will be given to candidates with courtroom and jury trial experience.

****DO NOT APPLY ONLINE**** Interested applicants must send a short cover letter, and an up-to-date resume that includes work-related references to: Addison County State's Attorney Dennis Wygmans, c/o Administrative Assistant cari.whitemore@vermont.gov. and to SAS Executive Assistant Ashley Perry at ashley.perry@vermont.gov.

DEADLINE for application: July 6, 2018 by 4:30 PM.

The Vermont Department of State's Attorneys and Sheriffs and the Addison County State's Attorney's Office is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.