

**Orleans County State’s Attorney’s Office, Domestic Violence/Sexual Violence Prosecutor**

The Orleans County State’s Attorney’s Office is hiring an Attorney to serve as a Domestic and Sexual Violence Prosecutor in Newport, VT. The position is full-time, funded by a three-year federal grantfrom the USDOJ and administered by Vermont CCVS. Grant renewal and agreement is annual, but expected for the 3 year period. The position is supervised by the Orleans County State’s Attorney. The position is covered by the SAS DSA pay plan with a salary range of $30.67 to $60.74 based upon relevant legal experience and admission to the Vermont Bar. The position 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, and long-term disability after one year. Hours may vary depending upon funding, but generally expected to be 35-40 hours per week.

**Summary of Duties**: The primary function of the job is the prosecution of domestic abuse, sexual violence, dating violence, stalking and related crimes, and to increase offender accountability and victim safety in Orleans County. Position works to help in the prevention, and reduction of these crimes. Must be able to collect data, write accurate reports, use Microsoft Office programs, and timely submit data into the SAS case management system. Must be able to effectively work with all SAS staff, victims and families, state agency partners, law enforcement and court staff, community organizations, treatment programs, and stakeholders. Must work to ensure best practice in case evaluation and prosecution, including effective sanctions. May assist in public policy efforts on domestic and sexual violence prevention. Must have excellent interpersonal skills, and demonstrate empathy, emotional intelligence and maturity, particularly in dealing with victims of crime and other vulnerable populations. Excellent time management skills are crucial. Pressure from deadlines and workload should be expected. Private means of transportation must be available.

**Minimum Qualifications**: Candidates must possess a J.D. degree or have successfully completed all requirements of a 4-year clerkship program. Preference will be given to candidates who are currently admitted to the Vermont Bar, and who possess courtroom and jury trial experience.

**\*\*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: Orleans County State’s Attorney Farzana Leyva at [farzana.leyva@vermont.gov](mailto:farzana.leyva@vermont.gov); Administrative Assistant Bridget Sargent at [bridget.sargent@vermont.gov](mailto:bridget.sargent@vermont.gov); AND to Executive Assistant Ashley Perry at [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 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.*