 State of Vermont Department of State’s Attorneys and Sheriffs

**Vacancy Announcement: SAS Secretary IV, Windsor County State’s Attorney’s Office – White River Junction, VT**

General Duties:Advanced secretarial support to the State’s Attorney and other staff in the Windsor Co. SA Office. Work is performed under the direction of the Administrative Assistant. Incumbent helps prepare correspondence, forms and documents, answers telephone, emails and in-person inquiries, handles or refers requests for assistance in accordance with policies. Position will perform a significant amount of scanning, photocopying, filing, calendaring, sorting, distributing and mailing work and requires timely data entry into SAS case management system for all cases. May be asked to assist with schedules, monitoring calendars and upcoming hearings and deadlines to alert the State’s Attorney, Deputy State’s Attorney and Victim Advocate staff. Must be able to work under deadlines and maintain composure under stress. Must maintain strict confidentiality of information and data relating to all cases and SA office work and adhere at all times to state and federal confidentiality rules. Must respectfully interact with co-workers, supervisors, the public and partner organizations. A positive and respectful attitude, and ability to maintain effective work relationships are a critical performance expectation. Must represent the Department and SA Office in a professional manner at all times, both on and off duty. Reporting to work on time and being dependable in attendance. All of the above duties and required behaviors are performance expectations that will impact job tenure.

**Knowledge, Skills and Abilities:** Working knowledge of office equipment and 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 is expected. Must be able to data enter, scan and file documents. Typing speed of at least 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 (e.g., post office, court, training) 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 infrequently.

**Minimum Qualifications**: Associates or Bachelor’s degree in business, accounting, office administration or other relevant field, and relevant work experience and skills in the duties listed above, in a professional office setting desired; or HS diploma, GED or completion of technical training program in business or office administration, and a minimum of 2 years of relevant work experience and skills in the duties listed above, in a professional office setting are required. If a tentative job offer is made, applicant must pass State tax compliance and a Department background check before final offer can be processed.

**DO NOT APPLY ONLINE**: Interested candidates should send the following information:

1. A brief cover letter; (2). A current resume which includes the starting and ending month/year for each job;

(3) A list of 3 work related or education related references with the person’s title, organization daytime phone number and your relationship to the person (supervisor, co-worker, other). Your list of references may include personal references in addition to the required work/education references. Send all information to: Windsor County State’s Attorney Ward Goodenough at ward.goodenough@vermont.gov, stephanie.jordan@vermont.gov and sas.jobs@vermont.gov. The position is open until filled.

*The VT Dept. 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, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identify, marital, civil union or domestic partner status, military service, membership in a union, medical history, HIV status, genetic information, family or parental status, or crime victim status.*