

**SAS Secretary IV, Windsor County State’s Attorney’s Office**

Department of State’s Attorneys and Sheriffs (SAS)

The Windsor County State’s Attorney’s Office in White River Junction, Vermont is seeking a self-motivated, organized and dependable person to fill a SAS Secretary position, providing secretarial support to the State’s Attorney’s staff. Work is performed under the direction of the Administrative Assistant for the State’s Attorney. This is a full-time position, 40 hours per week, Monday-Friday. The position is a paygrade 18 and is eligible for State benefits. The successful incumbent must have the ability to travel within and/or to other counties for work-related duties, and for training required by the State’s Attorney or Department. Mileage reimbursement will be provided.

**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. Answers telephone, emails and in-person inquiries; handles or refers requests for assistance in accordance with policies. Significant amount of photocopying, filing, calendaring, sorting, distributing and mailing work. Data entry into SAS case management system. May assist with schedules, monitoring calendar and approaching deadlines to alert SA, DSA and Victim Advocate staff. Must be able to perform tasks under deadlines. Must respectfully interact with co-workers, supervisors, the public and partner organizations. Must demonstrate reliability, composure, empathy, and emotional intelligence. A positive and respectful attitude, ability to maintain effective work relationships, and timely in reporting to work and dependable in attendance are performance expectations that will impact job tenure. Must represent the SA office in a professional manner at all times.

**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. 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 policies. Must be timely in reporting to work and dependable in attendance.

**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 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. Must be timely in reporting to work and dependable in attendance. If a job offer is made, must pass State tax compliance and a Department background check.

**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: Windsor County State’s Attorney Ward Goodenough, ward.goodenough@vermont.gov, Administrative Assistant Stephanie Jordan, stephanie.jordan@vermont.gov and to Executive Assistant Ashley Perry, 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.*