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

The Department of State’s Attorney’s and Sheriff’s is seeking organized and dependable persons to fill a temporary Administrative Services Technician II position in the Franklin County State’s Attorneys’ office, St. Albans, VT. Work is under the direction of the State’s Attorney. The position is 20-40 hrs./week M-F. State of Vermont employee benefits are not offered for temporary positions.

**Summary of Duties:** Performs administrative duties including correspondence, telephone duties, filing, copying. Must be able to perform data entry into SAS and Judiciary case management systems. Uses electronic filing systems in state and federal courts. Establishes and maintains a variety of files. Opening, updating and closing cases. Tracks filing, hearing and trials dates, collects, enters, extracts or sorts data. Reviews documents, reports or various forms for accuracy. Prepares correspondence, forms, reports, vouchers or other similar materials. Compiles information to be used in documents or reports. Operates standard office equipment. Processes mail or parcels. Schedules appointments and/or meetings. Maintains filing systems. Must correctly interpret and apply office and department rules. Must maintain strict confidentiality of all information relating to cases and Department cases, and adhere to state and federal confidentiality laws and policies. Must be timely in reporting to work and dependable in attendance. Must consistently demonstrate good judgment, courtesy and tact. Must establish and maintain effective working relationships with supervisors and co-workers, partner agencies and organizations, and the public. Must have excellent interpersonal skills. Must demonstrate empathy, emotional intelligence and maturity, particularly in dealing with victims of crime and other vulnerable populations. Must represent the office in a professional manner at all times both off and on duty. Performs other related duties as assigned by the State's Attorney.

**Knowledge, Skills and Abilities:** Considerable knowledge of English grammar, spelling, vocabulary, and punctuation. Working knowledge of office practices, procedures, and equipment. Working knowledge of filing systems and practices. Working knowledge of record keeping systems. Considerable knowledge of office management practices. Ability to perform mathematical calculations. Ability to understand and follow complex oral and written instructions. Must demonstrate excellent interpersonal skills. Must maintain strict confidentiality of information relating to cases and SA office work, and adhere to state and federal confidentiality policies. Must be timely in reporting to work and dependable in attendance.

**Environmental Factors**: Ability to manage multiple tasks, pay attention to detail and follow through on assignments. Pressure from legal deadlines and workload is routine. Most duties are performed in an office setting. May require occasional travel to court houses, post office, other state agency or department, law enforcement agency, or a law office.

**Minimum Qualifications**:

Bachelor's or Associate's Degree and employment history that establishes skills and abilities in administrative work.; OR

High School diploma or equivalent or completion of a vocational/technical training program in business, office administration, financial services support or related field and 2 years or more of office clerical experience; OR One (1) year or more of full-time college level study in business or public administration, office administration or a related field; OR

One ( 1) year or more of experience as an Administrative Services Technician I with the State of Vermont.

**DO NOT APPLY ONLINE**: Interested candidates should send a brief cover letter, resume with starting month/year and ending month/year for each job, and 2-3 work-related references with daytime phone numbers by July 25, 2022 to Franklin County State’s Attorney Jim Hughes at [jim.hughes@vermont.gov](mailto:jim.hughes@vermont.gov) and to SAS Central Office 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.*