



## **NORTHWESTERN DISTRICT ATTORNEY – JOB POSTING**

**DATE: MARCH, 2023**

**POSITION TITLE: ADMINISTRATIVE ASSISTANT / RECEPTIONIST – FRANKLIN COUNTY**

### **ABOUT THE OFFICE:**

The Northwestern District Attorney's Office (NWDAO) serves the people of Hampshire and Franklin counties and the town of Athol. In partnership with the communities it serves, the NWDAO is dedicated to the pursuit of truth, justice, and the protection of the public through fair and effective prosecutions and progressive prevention initiatives. Although the primary responsibility of the Office is prosecuting crime, we also have a strong focus on progressive education and prevention efforts in the areas of domestic & sexual violence, child abuse, juvenile justice, elders and persons with disabilities, and consumer protection. We are the law office of the People and are steadfast guardians of the rights and liberties of every citizen. We advocate for making our communities safer and stronger, while protecting civil rights and promoting social and racial justice.

### **MAIN FUNCTIONS:**

Representing the District Attorney's Office by greeting, welcoming and responding to members of the public who contact or visit the Office; answering a multi-line telephone system, responding to callers' inquiries, and/or directing them to appropriate staff; and providing general administrative and clerical support.

### **DUTIES & RESPONSIBILITIES:**

- Answer multi-line telephone, screen and direct calls; take and relay accurate messages.
- Greet visitors to the office; triage inquiries from general public and law enforcement partners.
- Collect and track relevant data from complaints, police reports and probation records to initiate case within DAMION case management system.
- Generate police slips/summons.
- Request Certified convictions.
- Copy discovery and prepare hard copy discovery for defense attorneys.
- Scan SDP cases for District Courts.
- Open SCRs for both Superior Courts.
- Create green file case jackets/ enter indictments for Franklin County cases.
- Run Board of Probation records for trials.
- Create accordion files for Franklin Superior Court cases.
- Liaison to building landlord, maintenance, alarm and HVAC companies and other office vendors.
- General administrative and clerical support; Receive and sort mail and deliveries; Serve as backup to maintain office fax, postage and copier systems; Restock and arrange office supply closet.
- Distribute discovery materials to defense counsel as needed, collect discovery receipts.
- Maintain office supply list; record accurate inventory for Franklin Office's annual order; Maintain and update Office Intranet with staff birthdays and staff anniversaries; Maintain and update

office/court forms and the NWDA Employee Directory; upload updated documents and forms onto the Office Intranet; Maintain daily list reflecting information regarding staff's request for leave as well as daily movements in and out of the office; Maintain office meeting(s) calendar.

- Perform any other duties as directed by the Office Supervisor and, when schedule and workload permit, the Director of Operations.

**QUALIFICATIONS:**

- Associate degree
- Highly organized
- Ability to multi-task
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications
- Ability to communicate clearly, effectively and patiently in-person and on the phone to a diverse population
- Must be able to demonstrate professional discretion and maintain confidentiality at all times
- Bilingual Spanish fluency strongly preferred.

**SALARY:** Starting salary \$38,000 plus medical and other employee benefits.

**BENEFITS:**

The NWDAO offers a comprehensive benefits package to its employees. The overall benefits available include: Paid Vacation, Sick and Personal Leave Time; Health, Dental and Vision Insurance through the Commonwealth's Group Insurance Commission; and a pre-tax Health Savings Account optional plan. In addition, the NWDAO provides employees the opportunity to elect Life Insurance, Long-Term Disability Insurance, Deferred Compensation Savings, Tuition Remission, along with other programs.

NWDAO employees also participate in the Commonwealth's State Retirement Plan, which can become a defined benefit plan for those that both vest and subsequently retire from state service.

The NWDAO provides the ability for new full-time employees to accrue two weeks of paid vacation leave per year, up to 5 personal days of leave per year (depending upon the quarter of the year that one's employment begins), 11 recognized state / federal paid holidays, and the opportunity to accrue up to 9.375 hours of paid sick leave per month.

**COMMITMENT TO DIVERSITY, INCLUSION & EQUAL OPPORTUNITY:**

The Northwestern District Attorney's Office is committed to cultivating and sustaining an equitable and inclusive work environment where diversity is celebrated and all employees feel valued, respected, and engaged. We strive to have a staff diverse in culture, background, and perspective. We afford equal opportunity to all persons regardless of race, color, religion, sex, national origin, age, military status, sexual orientation, sexual identity, handicap/disability, gender, gender identity, ancestry, genetic information, or any other legally protected class. We are proud to be an Equal Opportunity and Affirmative Action employer. In recruiting for our team, we welcome the unique contributions that staff can bring to our District Attorney office.

**TO APPLY:**

Applicants must submit cover letter, resume and Employment Application Form (form located under the "Employment & Internships" tab at [www.northwesternda.org](http://www.northwesternda.org)) to [martha.murphy-kane@state.ma.us](mailto:martha.murphy-kane@state.ma.us). Candidates are encouraged to visit the NWDAO website at [www.northwesternda.org](http://www.northwesternda.org) to learn more about the work of the office.