



Middlesex District Attorney's Office

Assistant District Attorney Job Description

About The Office

The Middlesex District Attorney's Office (MDAO) serves the largest county in New England, covering 54 diverse cities and towns. We prosecute more than 39,000 cases a year in 12 district courts, 4 juvenile courts, and 2 superior courts.

Our core mission is to protect and serve the people who work, live, and raise their families in Middlesex County. Assistant District Attorneys, Victim Witness Advocates, Paralegals, and other talented professionals pursue this mission through exhaustive investigations, unassailable prosecutions, and compassionate victim advocacy.

We are also committed to innovative crime prevention and intervention initiatives. Our staff partners with community groups, social service providers, medical professionals, private industry leaders, and law enforcement officers to address a variety of public safety issues.

Job Title **Assistant District Attorney**

Full Time Exempt

Position Summary

Assistant District Attorneys (ADAs) are appointed by the District Attorney to represent the Commonwealth of Massachusetts in criminal proceedings in Middlesex County. They are responsible for all pre-trial, trial, and post-conviction matters in assigned cases.

ADAs prosecute a range of misdemeanor and felony cases in the Juvenile, District and Superior Courts. They represent the Commonwealth in bail arguments, substantive motions, plea negotiations, both jury and jury-waived trials, and appellate proceedings.

Primary Responsibilities

- Review evidentiary reports, prepare discovery, identify and interview victims and witnesses
- Represent the Commonwealth in court by presenting evidence and argument at arraignments, preliminary hearings, pre-trial conferences, hearings on motions, trials, sentencing, Grand Jury proceedings, and appellate proceedings
- Conduct legal research and write legal documents such as affidavits, memoranda and briefs in assigned cases
- Keep abreast of court decisions and legislation affecting Massachusetts law
- Work closely with victim witness advocates, law enforcement, court personnel, the defense bar, criminal justice agencies and the public.

Requirements

- Member in good standing with the Massachusetts Bar (Qualified candidates can apply pending admission to the Massachusetts Bar.)
- Ability to understand and apply the law, court decisions and legislation affecting Massachusetts law, rules, and regulations
- Strong research, oral advocacy and writing skills
- Ability to work independently and under pressure in a fast paced environment
- Possess a valid driver's license
- A background check is required

MDAO Benefits

The MDAO is pleased to offer a comprehensive benefits package to its employees. The specific components and eligibility may vary based upon position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process for this position.

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 MDAO provides employees the opportunity to elect Life Insurance, Long-Term Disability Insurance, Deferred Compensation Savings, Tuition Remission, Pre-Tax Commuter Account, along with other programs.

MDAO 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.

MDAO employees are at-will employees.

Commitment to Diversity

District Attorney Ryan is committed to building a diverse staff and has formed both internal and external diversity committees to help attract, hire, retain and promote the very best staff, diverse in background and perspective, while helping formulate and guide policy and decision making, and pursue the mission of the office.

The MDAO is an equal opportunity employer.

Application Process

Interested candidates should submit an MDAO Application form (found at www.middlesexda.com under the "Careers" tab) to Aliya Khalidi, Director of Hiring, Training & Professional Development with a cover letter, resume, transcript and a list of references to mdaojobs@middlesexda.com. Please indicate in the "Subject" line the position you are applying for.

Further Information

Candidates are encouraged to visit the MDAO website at www.middlesexda.com to learn more about the work of the office.