



Job Posting –Middlesex District Attorney’s Office

Operations Assistant

FY 2019 - 6

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 35,000 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 Operations Assistant

Vacancies 1

Exempt Full Time 37.5 Hours / Week

Reports to Director of Operations and Security

Placement within MDAO Woburn, MA

Position Summary

The Operations Assistant supports the Director of Operations and Security in various assigned tasks with a primary focus on mail room activities, courier service, and case file tracking and archiving. This full time position requires a hard working, organized individual who can balance a fast paced demanding work environment, and who has a demonstrated aptitude for administrative and operational matters.

Responsibilities

- Transportation/regular courier duties
- Drive the office van to make deliveries to other MDAO offices, state agencies and other locations as assigned
- Perform administrative duties associated with case file inventory, retrieval, retention, and archiving
- Collect outgoing mail, sort and distribute incoming mail, and deliver mail to post office on a daily basis
- Track and transport files to and from office locations

MDAO Job Posting Operations Assistant

- Assist with distribution of supplies and room set-up for meetings and trainings
- Provide support to the Director of Operations and Security as needed

Requirements

- A valid driver's license with an excellent driving record
- Good organizational and time management skills
- Ability to take direction and work in a team environment
- Proficient in Microsoft Office Word and Excel
- Ability to lift up to 40-50 pounds.
- Good interpersonal skills and workplace etiquette with a high level of comfort dealing with people at a variety of levels
- Strong interest in the public sector and the work of the MDAO
- Ability to work well in a high pressure environment with multiple deadlines while maintaining a high level of quality.
- The sensitive and confidential nature of our work requires strong personal character, integrity, judgment and maturity.

Salary

\$32,000 plus benefits package

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.

The MDAO provides the ability to accrue up to two weeks of paid vacation leave per year, up to 3 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

The Middlesex District Attorney's Office 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 the mission of the office. The MDAO is an equal opportunity employer.

Application Process

Interested candidates should submit to Aliya Khalidi an MDAO application form (found at www.middlesexda.com under the "About Us" tab) with a cover letter, resume, and list of references, no later than February 1, 2019 to: mdaojobs@state.ma.us. 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.