



Middlesex District Attorney's Office Paralegal

About the Office

The Middlesex District Attorney's Office (MDAO) serves the largest county in New England, covering 54 diverse cities and towns.

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

Paralegal

Non-Exempt; Full Time; 37.5 Hours/Week; 8:30 a.m. to 5:00 p.m.

Placement within MDAO

Paralegals are assigned to work with a team. However, the MDAO reserves the right to reassign paralegals to different teams/offices should the need arise.

Responsibilities

Paralegals are the central liaison for local police departments, the Massachusetts State Police (MSP), the MSP Crime Lab and other state and federal agencies. Paralegals support Assistant District Attorneys, local police department investigators and the State Police assigned to the MDAO by assisting with case-related matters from the initial investigations through to trials. Specific duties include:

- Assist in case preparation, pretrial and trial preparation, both in and outside the courtroom
- Compile and analyze case documents such as 911 tapes, booking and incident reports, penitentiary packets, financial records, certified prior convictions, medical records, cellular and landline phone records and drug certifications
- Develop and follow research trails using internal and external tools and databases
- Locate victims and witnesses
- Assemble trial exhibits
- Create maps, diagrams, and layouts for use as visual aids for trial
- Review legal forms for accuracy
- Coordinate case schedules with courts, law enforcement officials, witnesses and defense attorneys
- Manage case files
- Photocopy and collate case related documents
- Other tasks as assigned from time to time

Requirements

- Bachelor's degree and/or previous paralegal experience preferred, especially as a litigation paralegal
- Position requires regular computer usage. Strong computer skills and the ability to use and adapt to a variety of software programs a must
- Experience with Microsoft Office Suite
- The ability to perform general legal research
- Knowledge of legal terminology and principles
- Self starter, with proven ability to work independently and as part of a team with the ability to multi-task in a high volume, fast paced environment
- Outstanding interpersonal skills and workplace etiquette
- Excellent organizational skills, project completion skills with a strong attention to detail
- A sincere interest in the public sector, the work of the MDAO, an overall understanding of the Criminal Justice System and the role of the prosecution
- The sensitive and confidential nature of our work requires strong personal character, integrity, judgment, maturity, and the ability to maintain confidentiality
- A valid driver's license, as limited travel within the Greater Boston area and across Middlesex County may be required from time to time.

Salary: \$30,000 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: 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, 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.

Commitment to Diversity

The MDAO 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. MDAO employees are employees at will.

Application Process

Interested candidates should submit to Aliya Khalidi a signed MDAO Application form (found at www.middlesexda.com under the "Careers" tab), a cover letter, resume and a list of references 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.