



Middlesex District Attorney's Office

Assistant District Attorney /Juvenile Diversion Coordinator

About the Office

The Middlesex District Attorney's Office serves the most populous county in New England, covering 54 diverse cities and towns. We prosecute cases across 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.

Position Summary

The Juvenile Diversion Program is designed to work with eligible young people as an alternative to prosecution. The program operates under a pre-arraignment model. In lieu of prosecution, diversion allows a young person the opportunity to complete an individually-tailored program which may include a combination of conditions such as educational programs, counseling, community service, letters of apology, and restitution. Participation in the diversion program is voluntary and requires a youth to accept responsibility for their conduct and engage in the program to best of their ability.

The Juvenile Diversion Coordinator is an Assistant District Attorney assigned to the Juvenile Diversion program with responsibility for reviewing and handling all new referrals to the program.

Primary Responsibilities

- Review all new Juvenile Diversion referrals, including contacting police and other interested parties for input regarding appropriateness of diversion
- Present and discuss reviewed cases to the diversion team
- Work with counsel and families to arrange diversion meetings and create diversion contracts for eligible young people

- Conduct diversion contract meetings with eligible young people
- Participate in trainings for law enforcement, bar members and community partners
- Conduct legal research
- Keep abreast of court decisions and legislation affecting Massachusetts law, particularly in the area of juvenile law
- Develop an understanding of programming and services available to diversion participants
- Work closely with other Assistant District Attorneys, Juvenile and Young Adult Diversion staff, Victim Witness Advocates, law enforcement, court personnel, the defense bar, criminal justice agencies and the public.
- NOTE: THIS IS NOT AN IN-COURT POSITION

Requirements:

- J.D. degree
- Excellent academic credentials
- Active member of the Massachusetts Bar in good standing
- Applicants with the Supreme Judicial Court 3:03 student practitioner certification are eligible to apply
- Superior communication skills and sound judgment
- Strong organizational skills
- Problem solver who is a self-starter and can work independently
- Solid legal research and writing skills
- Demonstrated commitment to public service
- Interest in juvenile law and issues surrounding and effecting young people

Middlesex District Attorney's Office Benefits

The Middlesex District Attorney's Office 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.

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 policy and decision-making, and pursue the mission of the office. The Middlesex District Attorney's Office is an equal opportunity employer. Middlesex District Attorney's Office employees are employees at will.

Application Process

Interested candidates should submit to Tamisha Claude a signed Middlesex District Attorney's Office Application form (found at www.middlesexda.com), a cover letter, resume and a list of references to mdaojobs@state.ma.us.

Further Information

Candidates are encouraged to visit the Middlesex District Attorney's Office website at www.middlesexda.com to learn more about the work of the office.