



NORTHWESTERN DISTRICT ATTORNEY – JOB POSTING

DATE: NOVEMBER 2024

POSITION TITLE: ASSISTANT DISTRICT ATTORNEY – CHILD ABUSE UNIT

ABOUT THE OFFICE:

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.

POSITION SUMMARY:

This Assistant District Attorney's primary responsibility is to indict and prosecute child abuse, child neglect/endangerment and child sexual abuse material cases in the Franklin and Hampshire Superior Courts.

DUTIES & RESPONSIBILITIES:

- Perform all of the legal functions related to the prosecution of child abuse, child neglect/endangerment and child sexual abuse material (CSAM) cases in the Hampshire and Franklin Superior Courts as assigned by the Chief of the Child Protection Unit, including: reviewing cases pending in the District Court for potential indictment; presenting cases to the Grand Jury for indictment; handling arraignments; conducting bail hearings, pretrial conferences, and evidentiary and non-evidentiary motion hearings; obtaining and providing all appropriate discovery; preparing cases for trial; in collaboration with the CPU Family Service Advocates, meeting with and preparing witnesses to testify; trying cases in both the bench and jury sessions; and handling post-conviction matters in the trial court;
- Handle pre-charging investigations into alleged child abuse, child neglect/endangerment and CSAM cases, including but not limited to: reviewing police and 51A reports; determining manner of response in collaboration with police and the Department of Children and Families; attending any involved Forensic Interviews; working with the assigned police investigator on information and evidence gathering including the drafting of search warrants; reviewing available evidence; facilitating communication as needed with victims, witnesses, police and outside agencies; and recommending charging decisions;
- Work closely with the Children's Advocacy Centers of Hampshire and Franklin Counties to utilize a multidisciplinary, culturally sensitive and child-friendly approach to the investigation and prosecution of child sexual and physical abuse and child neglect/endangerment;
- Attend monthly Case Review meetings with the Multi-Disciplinary Team;

- Cover week-long shifts as the 24/7 “on call” CPU ADA as determined by a monthly schedule maintained by the CPU Chief to assist police with off-hours investigations and time-sensitive matters;
- Be familiar with, and accessible to, the Chiefs of Police, Detectives, State Police, Sheriff’s Departments, and other law enforcement officers throughout Hampshire and Franklin Counties;
- Familiarize oneself with the judges, court personnel, and defense bar throughout Hampshire and Franklin Counties, to be facilitated by providing periodic coverage in the District Courts;
- Make oneself available to all Assistant District Attorneys assigned to the District Court for legal guidance and litigation advice as needed regarding the prosecution of child sexual and physical abuse and child neglect/endangerment cases;
- Maintain familiarity with developments in the law, including but not limited to, both published and unpublished decisions from the Supreme Judicial Court and Appeals Court;
- Handle other Superior Court matters as assigned by the Deputy District Attorney or First Assistant District Attorney; and
- Participate in community outreach and training programs as assigned by the District Attorney.

MINIMUM QUALIFICATIONS:

Must be licensed to practice as an attorney in Massachusetts. Minimum of four years as a prosecutor, or an equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities to perform the core functions of the position. Experience presenting cases to the Grand Jury and prosecuting Superior Court cases. Experience prosecuting cases involving child victims and witnesses. Strong analytical, organizational, time management, writing and trial advocacy skills are essential. This position also requires an individual who is able to work collaboratively with others and who is highly motivated to work in the public interest. Thorough knowledge and adherence to the Massachusetts Rules of Criminal Procedure and Rules of Professional Conduct.

SALARY: \$90,000 - \$105,000 annually.

BENEFITS:

The NWDAO is pleased to offer 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 five personal days of leave per year (depending upon the quarter of the year that one’s employment begins), twelve recognized state / federal paid holidays, and the opportunity to accrue up to 9.375 hours of paid sick leave per month.

This position is one which is eligible for the Public Service Loan Forgiveness Program.

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) to martha.murphy.kane@mass.gov. Candidates are encouraged to visit the NWDAO website at www.northwesternda.org to learn more about the work of the office.