



NORTHWESTERN DISTRICT ATTORNEY – JOB POSTING

DATE: September 2025

POSITION TITLE: ASSISTANT DISTRICT ATTORNEY – DISTRICT COURT

ABOUT THE OFFICE:

The 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:

Prosecute misdemeanor and felony cases in the District Courts in Hampshire and Franklin Counties.

DUTIES & RESPONSIBILITIES:

- Perform all of the legal functions related to the prosecution of cases in the District Courts including handling arraignments, bail requests, pre-trial conferences, and evidentiary and non-evidentiary motion hearings; prepare cases for bench and jury trials including preparing witness lists, responding to discovery requests, and interviewing witnesses; and trying cases in both the bench and jury sessions.
- Participate in prevention, education, and community outreach programs as assigned by the District Attorney.

MINIMUM QUALIFICATIONS:

Must be licensed to practice as an attorney in Massachusetts. Minimum of one to three years of legal experience, 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. 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.

SALARY RANGE: \$75,000 - \$85,000 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.northwesternnda.org) to michelle.l.richotte@mass.gov. Candidates are encouraged to visit the NWDAO website at www.northwesternnda.org to learn more about the work of the office.