



SUFFOLK COUNTY DISTRICT ATTORNEY'S OFFICE DISTRICT ATTORNEY KEVIN R. HAYDEN

JOB TITLE: Assistant District Attorney in the Special Victims Bureau (SVB) assigned to the Child Protection Unit (CPU)

REPORTS TO: Unit Chief and Bureau Chief

COMPENSATION: starting at \$88,500 in annual salary; commensurate with experience

FLSA STATUS: Full-time/Exempt

CLASSIFICATION: N/A

POSITION PROFILE:

The Suffolk County District Attorney's Office (SCDAO) is seeking an experienced attorney with exceptional investigation and litigation skills to join its Special Victims Bureau (SVB) as an ADA assigned to the Child Protection Unit (CPU).

An Assistant District Attorney in the Special Victims Bureau assigned to the Child Protection Unit is responsible for the vertical prosecution of the most serious and complex cases involving physical and sexual abuse of children, handling all elements of the case from investigation and arraignment to discovery through motions and trial. In addition, he or she will also be responsible for investigating cases that may remain in district court and be handled by a district court team.

Also, as an Assistant District Attorney in the SVB, they may receive assignments from the units within the Special Victims Bureau including the Domestic Violence and Sexual Assault Unit and the Human Trafficking Unit in addition to their assigned cases from the Child Protection Unit. All units within the SVB investigate and prosecute some of the most challenging cases handled by the office, and members of these units are committed to resolving them with discretion and compassion for the victims and survivors. Prosecutors, advocates, and investigators assigned to the Special Victims Bureau are dedicated to making the process as safe and streamlined as possible for those who have been victimized. Members of the Special Victims Bureau have fostered important relationships and partnerships with outside agencies and providers, in an effort to get victims, survivors, and their families all of the assistance they may need.

Per SCDAO's vaccine mandate, as a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details on demonstrating compliance with this requirement will be provided to applicants selected for employment.

ESSENTIAL FUNCTIONS:

- Work closely with victim witness advocates, law enforcement, court personnel, the defense bar, criminal justice agencies, community partners, and the public to ensure successful, holistic approach to prosecution that balances the safety and well-being of the victims, defendants, and communities we serve.
- Represent the Commonwealth at all stages of criminal prosecution in the Suffolk Superior Court. This includes, but is not limited to:
 - Conducting complex grand jury investigations;
 - Handling arraignments and corresponding motions, such as bail requests, conditions of release, dangerousness hearings, and bail revocation hearings, as appropriate;
 - Conducting pre-trial hearings and conferences, and litigating evidentiary and non-evidentiary motions such as motions for discovery, Dwyer motions and motions to suppress;
 - Handling trials, pleas, sentencing, and post-conviction matters.
- Participate in Multi-Disciplinary Team forensic interviews of children.
- Make charging decisions.
- Prepare discovery and provide discovery to defense counsel.
- Review case files, applicable statutes and case law, victim information and input, and determine an appropriate recommendation for case resolution. Conference the same with defense counsel.
- Keep abreast of court decisions and legislation affecting Massachusetts law and prepare written memoranda where appropriate.
- Interact with victims, defendants, families, and witnesses with kindness and professionalism.
- Interact with child victims of crimes and their families with sensitivity and compassion.
- Understand applicable rules, laws, and guidelines, including the Rules of Criminal Procedure, the Massachusetts Guide to Evidence, and the mandates of the Victims' Bill Rights.
- Ability to manage crises and excel in a high-stress, dynamic, and fast-paced environment while exhibiting a calm, professional demeanor.
- Ability to investigate and understand the family dynamics that are often present in child abuse cases.

OTHER DUTIES:

- Attend trainings relevant to SCDAO functions.
- Become familiar with, and follow, SCDAO personnel policies, particularly with regard to confidentiality, sexual harassment, drug-free workplace, and usage of information technology resources.

- Become familiar with, and adhere to, the Massachusetts Rules of Professional Conduct.
- Exercise respectful and professional behavior and communication with the public, judicial and law enforcement personnel, and office staff.
- Complete work assignments in a timely, accurate, and efficient manner.
- Handle the pager calls for a week at a time, on a rotating basis. Pager responses are handled telephonically and do not involve a response to the scene.
- Other related duties as assigned.

SUPERVISORY RESPONSIBILITY: Occasional supervision of student interns.

EDUCATION AND EXPERIENCE:

Required:

- J.D. Degree from an accredited law school and a member of the Massachusetts Bar in good standing;
- Demonstrated commitment to public service and a strong academic record;
- A minimum of three years of experience as a prosecutor or equivalent experience;
- 6-12 months as a Superior Court Assistant District Attorney or equivalent experience.
- Significant trial experience, preferably 10 jury trials to verdict as lead counsel;
- Significant experience in prosecuting cases involving victims of violent crime/sexual assault;
- Availability after hours and on weekends;
- Experience in written and oral advocacy and legal research, either academically or professionally;
- Ability to analyze and resolve complex legal and strategic matters;
- Outstanding communication and crisis management skills;
- Capacity for fairness, a strong work ethic, ability to manage a highly demanding workload, and sound problem-solving and decision-making skills.

Preferred:

- Experience handling child abuse cases and/or experience handling child witnesses at trial.
- 12+ months as a Superior Court Assistant District Attorney or equivalent experience.
- Fluency or Conversational Abilities in Spanish, Haitian Creole, Mandarin or Cantonese Chinese, Portuguese, or Cape Verdean Creole.

PHYSICAL DEMANDS: Ability to sit and stand for extended periods of time.

TRAVEL: ADAs are expected to travel from various sites, including but not limited to, courthouse and law enforcement offices, as well as the Family Justice Center at 989 Commonwealth Avenue, Brighton.

EEO STATEMENT:

The SCDAO is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.