



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 Domestic Violence and Sexual Assault Unit (DVSAU)

REPORTS TO: Chief of DVSAU and Chief of SVB

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 Domestic Violence and Sexual Assault Unit (DVSAU).

An Assistant District Attorney in the Special Victims Bureau assigned to the Domestic Violence and Sexual Assault Unit is responsible for the investigation and assessment for possible indictment of sexual assault cases and the most serious physical domestic violence cases, and for vertical prosecution of those cases that are indicted. This includes all elements of a case from victim, witness and police meetings through grand jury presentation, arraignment, discovery, motions, and trial or other resolution.

Also, as an Assistant District Attorney in the SVB, they may receive assignments from the units within the Special Victims Bureau including the Child Protection Team and the Human Trafficking Unit in addition to their assigned cases from the Domestic Violence and Sexual Assault 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:

- Represent the Commonwealth, both in and outside court, at all stages of investigation and prosecution of serious domestic violence and adult sexual assault cases. This includes but is not limited to:
 - Assess both charged and uncharged matters for possible indictment while taking into account complex factors including the needs and wishes of the survivor, the nature and strength of the evidence, and the history and characteristics of the accused.
 - Work closely with victim-witness advocates to keep survivors informed, and handling often difficult and traumatic interactions with compassion, support, and honesty.
 - Conduct grand jury investigations, followed by charging decisions in consultation with the unit chief.
 - Handle all stages of Suffolk Superior Court prosecutions from arraignment through discovery, motions, plea negotiations, lobby conferences, trials and sentencing, as well as occasional post-conviction matters.
 - Advise and mentor ADAs in the district and municipal courts, as well as other superior court ADAs, on issues related to DV and sexual assault cases.
- Work closely with colleagues, 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.
- Review charging decisions made by law enforcement agencies and make appropriate recommendations and changes as needed.
- Review evidentiary reports, identify, and interview victims and witnesses, 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.
- Understand applicable rules, laws, and guidelines, including the Rules of Criminal Procedure, the Massachusetts Guide to Evidence, and the mandates of the Victims' Bill of Rights.

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.

- 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:

- 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 to and from various sites, including but not limited to courthouses and law enforcement offices.

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.