



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

JOB TITLE: Civilian Investigator

REPORTS TO: Chief of Investigations and Court Supervisor

COMPENSATION: \$44,000; commensurate with experience

POSITION PROFILE: The Suffolk County District Attorney's Office (SCDAO) seeks an individual dedicated to public service, committed to justice and fairness, and interested in advancing equity in the criminal justice system to provide civilian investigative assistance to Assistant District Attorneys and other SCDAO team members with case enhancement and trial preparation in criminal cases.

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:

- Delivery of subpoenas on behalf of the District Attorney;
- Locating victims and witnesses;
- Transportation of victims and witnesses to and from court;
- Collection of certified documents as needed for trial;
- Conducting interviews;
- Database research; and
- Preparation of case related reports.

OTHER RESPONSIBILITIES:

- 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; and
- Other related duties as assigned.

EDUCATION AND EXPERIENCE:

Required:

- Bachelor's Degree **or** the equivalent in education and relevant experience;
- Ability to be detail-oriented and well organized, even when multi-tasking;
- Possess excellent problem solving, analytical and communication skills;
- Candidates must be organized, flexible and capable of working under pressure;
- Ability to develop and cultivate effective internal/external working relationships is essential, as is an understanding of the uniquely sensitive and confidential nature of the professional services provided by the SCDAO;
- Ability to work independently as well as part of a team;
- Outstanding interpersonal skills and workplace etiquette;
- Ability to work well in a high-pressure environment; and
- Valid Massachusetts driver's license

Preferred:

- Bachelor's degree from an accredited university specifically in criminal justice or a related field.
- Proficiency in Microsoft Office applications.
- Fluency or conversational abilities in a second language, preferably Spanish, Haitian Creole, Mandarin or Cantonese Chinese, Vietnamese, Portuguese, or Cape Verdean Creole.

PHYSICAL DEMANDS:

- Ability to lift boxes weighing 10-20 pounds.
- Ability to climb stairs when needed to serve subpoenas, locate witnesses, or conduct interviews.
- Ability to drive.

TRAVEL: Civilian investigators are expected to travel to and from various sites throughout the state of Massachusetts, including but not limited to victim and witness home locations, community meetings, courthouses, and various law enforcement agencies.

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.