



## **Middlesex District Attorney's Office Assistant District Attorney**

### **About the Office**

The Middlesex District Attorney's Office (MDAO) serves the most populous county in New England, covering 54 diverse cities and towns. We prosecute more than 39,000 cases a year in 12 district courts, 4 juvenile courts, and 2 superior courts.

Our core mission is to protect and serve the people who work, live, and raise their families in Middlesex County. Assistant District Attorneys, Victim Witness Advocates, Paralegals, and other talented professionals pursue this mission through exhaustive investigations, unassailable prosecutions, and compassionate victim advocacy.

We are also committed to innovative crime prevention and intervention initiatives. Our staff partners with community groups, social service providers, medical professionals, private industry leaders, and law enforcement officers to address a variety of public safety issues.

### **Position Summary**

Assistant District Attorneys (ADAs) are appointed by the District Attorney to represent the Commonwealth of Massachusetts in criminal proceedings in Middlesex County. They are responsible for all pre-trial, trial, and post-conviction matters in assigned cases.

ADAs prosecute a range of misdemeanor and felony cases in the Juvenile, District and Superior Courts. They represent the Commonwealth in bail arguments, substantive motions, plea negotiations, both jury and jury-waived trials, and appellate proceedings.

### **Primary Responsibilities**

- Review evidentiary reports, prepare discovery, identify and interview victims and witnesses
- Represent the Commonwealth in court by presenting evidence and argument at arraignments, preliminary hearings, pre-trial conferences, hearings on motions, trials, sentencing, Grand Jury proceedings, and appellate proceedings
- Conduct legal research and write legal documents such as affidavits, memoranda and briefs in assigned cases
- Keep abreast of court decisions and legislation affecting Massachusetts law
- Work closely with victim witness advocates, law enforcement, court personnel, the defense bar, criminal justice agencies and the public.

**Requirements:**

- J.D. degree
- Excellent academic credentials
- Active member of the Massachusetts Bar in good standing
- Applicants with the Supreme Judicial Court 3:03 student practitioner certification are eligible to apply
- Superior communication skills and sound judgment
- Strong organizational skills
- Problem solver who is a self-starter and can work independently
- Solid legal research and writing skills
- Demonstrated commitment to public service

**MDAO Benefits**

The MDAO is pleased to offer a comprehensive benefits package to its employees. The specific components and eligibility may vary based upon position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process for this position.

**Commitment to Diversity**

The MDAO is committed to building a diverse staff and has formed both internal and external diversity committees to help attract, hire, retain and promote the very best staff, diverse in background and perspective, while helping formulate and guide policy and decision-making, and pursue the mission of the office. The MDAO is an equal opportunity employer. MDAO employees are employees at will.

**Application Process**

Interested candidates should submit to Aliya Khalidi a signed MDAO Application form (found at [www.middlesexda.com](http://www.middlesexda.com)), a cover letter, resume and a list of references to [mdajobs@state.ma.us](mailto:mdajobs@state.ma.us).

**Further Information**

Candidates are encouraged to visit the MDAO website at [www.middlesexda.com](http://www.middlesexda.com) to learn more about the work of the office.