NOTICE OF POSITION VACANCY #22-071

Date Posted:February 22, 2022

Application Deadline: March 15, 2022

Job Description and Qualifications for:

**DEPUTY DIVISION CHIEF**

CRIMINAL BUREAU

APPEALS DIVISION

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The Appeals Division within the Criminal Bureau defends Massachusetts convictions, criminal justice officials, and criminal laws and practices in state and federal courts. Specifically, the Division strives to uphold convictions secured by the Attorney General’s Office (AGO) when they are challenged in the Massachusetts Trial Court, Appeals Court, and Supreme Judicial Court. It also responds to all challenges in federal court to convictions obtained by the AGO and the District Attorneys’ Offices, whether through habeas corpus actions, direct appeals, or otherwise. Additionally, the Division represents Massachusetts agencies and officials when they are sued or subpoenaed in relation to criminal justice matters.

Primary Duties: The Deputy Division Chief will work closely with the Division Chief to supervise the work of more than 10 attorneys and two paralegals in the Appeals Division. The Deputy Division Chief’s duties may include: assigning, reviewing, and editing legal work; advising professionals in the Division and other units of state government on substantive legal, procedural, and policy matters; helping oversee Division administrative operations and human resource matters; briefing and coordinating with the AGO leadership and other governmental entities; and developing training seminars and practice guides. Additionally, he or she will handle a caseload of criminal and civil matters in state and federal trial and appellate courts, and will contribute to criminal investigations, trial teams, policy initiatives, and amicus activity.

Position Requirements: Applicants must: be practicing attorneys who are admitted to the Massachusetts bar; have obtained or be eligible for admission to the bar of the United States District Court for the District of Massachusetts and Court of Appeals for the First Circuit; possess the ability to handle a large, varied caseload and complex cases; have relevant experience (preferably five or more years) and a strong interest in appellate practice or other litigation involving a heavy emphasis upon written and oral advocacy and in civil litigation and discovery practice; and be committed to the ethical practice of law. Candidates with experience in federal habeas corpus practice and in managing other attorneys or teams and editing their work are especially encouraged to apply. The successful candidate will be able to demonstrate a connection to the people and communities we serve, and an interest in supporting a respectful and inclusive work environment.

Please Note: COVID-19 vaccines are required of all AGO employees. Absent an approved medical or religious accommodation or pregnancy exemption, all new hires must be fully vaccinated prior to beginning employment with the AGO. Additionally, employees are required to receive their first booster shot by March 1, 2022, or within 30 days of eligibility, absent an approved medical or religious accommodation or pregnancy exemption. We currently anticipate returning to the Office on March 1, 2022, under a hybrid model that includes some telework days for most positions.

Position Type: Full-Time / Exempt

Salary: Commensurate with experience and qualifications.

Application Process: To apply for this position, visit the AGO website’s jobs portal at [www.mass.gov/ago/employment](http://www.mass.gov/ago/employment) to register and create a profile, upload your cover letter and resume,and submit an application. Candidates may only apply directly using the AGO’s online Employment and Recruitment jobs portal.

Qualified individuals with disabilities are encouraged to apply. We will gladly assist applicants who are in need of an accommodation. For assistance, contact the Human Resources Division at (617) 963-2041.

Inquiries regarding position & status may be made to:

Judith Dean, Paralegal

Appeals Division

(617) 963-2561

*The Attorney General’s Office is an Equal Opportunity Employer. As the representative of the Commonwealth and its residents, the Attorney General’s Office strives to ensure that those working in the Office reflect the diversity of the communities that the Office serves. The AGO encourages applicants from a broad spectrum of backgrounds to apply for positions.*