The Human Rights Commission (HRC) is seeking highly qualified candidates for a staff attorney investigator. This position is being recruited at multiple levels, I-IV, coinciding with experience. Each level holds different duties and responsibilities.

All levels of Staff Attorney Investigators are responsible for investigating allegations of discrimination in housing, state government employment, and places of public accommodations (schools, prisons, roads, law enforcement, hospitals, etc.). The staff attorney investigator develops, organizes, and executes an investigation plan which includes conducting legal research, taking sworn testimony, conducting extensive, complex document review, and preparing a detailed report with findings of fact, legal analysis of the relevant state and federal statutes, regulations, and case law before reaching a preliminary recommendation of whether there are or are not reasonable grounds to believe that discrimination occurred.

Additionally, the staff attorney investigator recommends changes in policies and procedures and/or necessary training for responding parties, engages in conciliation efforts with represented and unrepresented parties, drafts legally enforceable settlement agreements, and monitors compliance with conciliated agreements. Lastly, the staff attorney may be asked to develop curricula and deliver training to a wide variety of agencies, non-profits, and individuals, including continuing legal education seminars for attorneys. All staff are also required to conduct other Commission duties as required. Work is performed with significant independence and autonomy under the direction of the executive director.

In addition to the aforementioned duties and responsibilities, the Staff Attorney III hires and supervises interns and law clerks, provides significant litigation support, serves as co-counsel to the executive director and staff attorney IV, and may be asked by the executive director to enter appearance in court on behalf of the HRC.

In addition to the aforementioned duties and responsibilities, the Staff Attorney IV independently and with minimal supervision, litigates cases where the Commission has found reasonable
grounds for discrimination, including drafting and filing all pleadings in Vermont State Courts, conducting discovery, filing and arguing motions and trying cases before the bench or jury and may file appeals and argue before the appellate courts. The Staff Attorney IV also facilitates post-determination settlements and enforces settlements in addition to the executive director.

**Environmental Factors:** Duties are performed primarily in a standard office setting in Montpelier. Some travel is required for which private means of transportation is necessary. Staff attorney investigators must work closely with the public and maintain an atmosphere of fairness and impartiality. Staff attorney investigators must be comfortable questioning hostile witnesses. Significant stress and discomfort may be encountered in the investigation of discrimination complaints under competing deadlines and constraints. Some evening and weekend work may be required.

**Minimum Qualifications:**

Knowledge, Skills and Abilities:

- Demonstrated commitment to civil and human rights.
- Thorough knowledge and understanding of investigative principles, procedures and techniques including:
  - Knowledge of and experience in interviewing
  - Ability to analyze and evaluate facts and applicable law in novel and complex cases with minimal legal precedence and guidance.
  - Demonstrated ability to analyze, evaluate and summarize voluminous documentary evidence.
- Knowledge of applicable state and federal anti-discrimination statutes and relevant case law. Ability to read and interpret regulations and policies of considerable complexity with minimal supervision and support.
- Ability to prepare detailed reports that include factual and legal analysis that may be 50-100 pages.
- Demonstrable track record of displaying sound judgment and working thoroughly and objectively on matters of extreme confidentiality.
- The qualifications to work in administrative and other legal settings or court proceedings.
- Knowledge of the principles and practices of negotiation and mediation preferred.
- Demonstrated ability to communicate effectively both orally and in writing.
- Ability to develop curricula and deliver training to a variety of constituents at a variety of levels.
- Demonstrated ability to establish and maintain effective working relationships.
- Ability to make public presentations.
- Ability to work independently.
- Demonstrated dispute and conflict resolution skills.
- Knowledge of grant compliance issues.
• Keeping the Executive Director informed about the progress of investigations in investigative summary reports.

**Education and Experience:** Staff Attorneys I and II require a Law Degree or completion of requirements for Vermont Bar. Staff Attorneys III and IV require admission to Vermont Bar and 5-8 years of relevant legal experience and must be eligible for admission to Federal Bar.

**Deadline:** Applications due by June 18, 2021.

**Application Instructions:** Applications will be accepted by email or mail only. Phone calls will not be accepted.

Qualified applicants should send a resume, cover letter, and writing sample to human.rights@vermont.gov, or to:

John McKelvie c/o Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301

The State of Vermont is an Equal Opportunity Employer. Applications from individuals with lived experiences as a member of protected class(es) are strongly encouraged to apply.

Please visit hrc.vermont.gov for additional information about the HRC.