**PARALEGAL – DISTRICT COURT UNIT**

**CRIMINAL DIVISION**

**RHODE ISLAND OFFICE OF THE ATTORNEY GENERAL**

**Paygrade 8717 ($45,174 – $50,177)**

**March 18 – April 8, 2022**

**About the Office**: The Attorney General is the state’s top lawyer and law enforcement official, protecting and serving the people and interests of Rhode Island through a broad range of duties. Every day, the Office’s attorneys fight to ensure the public safety of the state’s communities, improve the economic security of its citizens, safeguard the state’s spectacular natural resources, and restore the public’s trust in government. Assistant and Special Assistant Attorneys General represent the people of Rhode Island in civil and criminal matters before trial courts, appellate courts, and the Supreme Court of Rhode Island and the United States. The Office is unique among attorneys general offices across the country. Out of fifty states, only two other offices share the same broad criminal mission. The Office’s attorneys prosecute complex and violent crimes and functionally serve as one of the nation’s largest district attorney’s offices, prosecuting all felonies throughout the state.

**Responsibilities**: This position provides paralegal assistance to the District Court Unit of the Criminal Division. Responsibilities include screening daily District Court arraignment calendars; identifying violators and preparing necessary notification forms; running and printing Odyssey and BCI reports; retrieving investigation packages from local law enforcement agencies; coordinating fugitive matters; assisting with incoming calls and other related duties, as instructed. Position will also include training in and assignment of paralegal responsibilities for Family Court and Superior Court attorneys.

**Qualifications**: Such as having been gained through graduation from a senior high school, including or supplemented by courses in paralegal studies. Experience such as may have been gained through employment in a responsible paralegal position; or, any combination of education and experience that shall be substantially equivalent.

**If applying for position by submitting cover letter and resume via mail or email, no need to apply through online system.**

**How to Apply:** Applicants should mail (1) a cover letter summarizing why you are interested and describing the skills and abilities you possess that will enable you to succeed in this position, (2) resume, (3) list of three references to:

Aida Crosson

Director of Administration

Office of the Attorney General

150 South Main Street, Providence, RI 02903

ACrosson@riag.ri.gov

**Other Information:** Finalists will be subject to a background investigation including reference checks. All offers of employment are contingent upon successful completion of the background investigation.

**Equal Opportunity Employer:** We are dedicated to forming a team that represents a variety of backgrounds and perspectives. All qualified applicants will receive consideration without regard to race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, or covered veteran status.