



Human Rights Commission
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hrc.vermont.gov

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HUMAN RIGHTS COMMISSION STAFF ATTORNEY INVESTIGATOR

Pay Plan: Exempt Full-Time

Pay Grade: Salary and benefits are based upon qualifications and experience in accordance with the State's Attorney Pay Plan.

Effective Date: Immediately

The Human Rights Commission (HRC) is seeking highly qualified candidates for a staff attorney investigator. This position is being recruited at levels I-II, coinciding with experience.

The Staff Attorney Investigator is responsible for investigating allegations of discrimination in housing, state government employment, and places of public accommodations (schools, prisons, restaurants, 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

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.
- 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.

Education and Experience: Law Degree and/or completion of requirements for admission to Vermont Bar

Deadline: Applications due by August 11, 2023.

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:

Maia Hanron c/o Vermont Human Rights Commission
12 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.