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**State of Vermont**  
**Human Rights Commission**  
12 Baldwin Street  
Montpelier, VT 05633-6301  
[www.hrc.vermont.gov](http://www.hrc.vermont.gov)

[phone] 802-828-2480  
[toll free] 800-416-2010

**Title: Staff Attorney Investigator**

**Location:** Montpelier, VT

**Application Deadline:** January 6, 2024

**How to apply: Please email a resume, cover letter, and writing sample to HRC's Executive Director at [big.hartman@vermont.gov](mailto:big.hartman@vermont.gov)**

The Staff Attorney Investigator is responsible for investigating allegations of discrimination in housing, state government employment, and places of public accommodation (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 autonomy under the direction of 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 human rights and public/community service.
- 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 20-40 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.
- Experience bringing a trauma-informed approach to lawyering and communication.
- 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 the Vermont Bar.

Compensation: This is a full-time, EXEMPT State of Vermont position with a salary of \$60,000 - \$85,000 depending on qualifications. Salary is determined in accordance with the State of Vermont's Attorney Pay Plan. The position is eligible for State of Vermont employee health insurance, retirement, and other benefits ([see State Employee Benefits page](#)), and includes a generous paid leave package for Human Rights Commission employees.

The State of Vermont celebrates diversity and is committed to providing an environment of mutual respect and meaningful inclusion that represents a variety of backgrounds, perspectives, and skills. The State does not discriminate in employment on the basis of race, color, religion or belief, national, social, or ethnic origin, sex (including pregnancy), age, physical, mental, or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, membership in an employee organization, family medical history or genetic information, or family or parental status. The State's employment decisions are merit-based. Retaliatory adverse employment actions by the State are forbidden.