



**HUMAN RIGHTS COMMISSION  
LITIGATION ATTORNEY**

**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 litigation attorney. This position is being recruited at multiple levels, I-IV, coinciding with experience. Each level holds different duties and responsibilities.

The HRC Litigator litigates cases where the Commission has found reasonable grounds for discrimination in housing, state government employment, and places of public accommodations. The HRC Litigator will independently draft and file all pleadings in Vermont State Courts, conduct discovery, file and argue motions, and try cases before the bench or jury. The HRC Litigator may file appeals and argue before the Vermont Supreme Court or federal appellate courts. The HRC Litigator will also facilitate post-determination settlements and enforce settlements.

In addition, the HRC Litigator may be responsible for investigating allegations of discrimination in housing, state government employment, and places of public accommodations (schools, prisons, roads, law enforcement, hospitals, etc.). Investigative duties may include 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.

Also, the HRC Litigator 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 HRC Litigator 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. The HRC Litigator must be able to meet all court filing deadlines. Significant stress and discomfort may be encountered in the investigation of discrimination complaints under competing time constraints. Some evening and weekend work may be required.

**Minimum Qualifications:**

Knowledge, Skills and Abilities:

- Demonstrated commitment to civil and human rights.
- Working knowledge of applicable Rules of Civil Procedure, including discovery procedures, and familiarity with processes for conducting motion and trial practice in Vermont courts
- 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 and manage conflicting deadlines
- Demonstrated dispute and conflict resolution skills.
- Strict adherence to the Rules of Professional Conduct

**Education and Experience:** The HRC Litigator requires admission to Vermont Bar and 5-8 years of litigation experience and must be eligible for admission to Federal Bar.

**Deadline:** Position open until filled

**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](mailto: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](http://hrc.vermont.gov) for additional information about the HRC.