**About the Office:** The Office of the Attorney General is headquartered in Providence, Rhode Island, with satellite offices in Warwick, Newport and South Kingstown, Rhode Island. The Attorney General is Rhode Island’s chief law enforcement official, responsible for the prosecution of all felonies and many misdemeanor offenses throughout the state.

**Responsibilities and Opportunity Offered:** The position offers a unique and challenging experience for a highly motivated person. The office is seeking a paralegal that will be responsible for paralegal duties in the District/Family Court Unit within the Criminal Division. Responsibilities include assisting prosecutors handling the Family Court calendars, ensuring all files are prepared for calendared dates; answering discovery requests and other pre-trial motions; e-filing motions, answers and pleadings in the Odyssey/File & Serve portals; coordinating with police officers and witnesses in preparation for trials/hearings; tracking juvenile cases in the case management system, legal research; coverage assistance in the District Court Unit, as needed; and any other related duties as instructed by the Chief of the Unit and Chief Paralegal of the Criminal Division.

**Education and Experience:** Such as may have been gained through graduation from a senior high school, supplemented by degree/certificate in paralegal studies; or the equivalent in experience. Must be a team player, organized, dependable, able to work under pressure, and possess strong communication skills. Additionally, applicants must exhibit the ability to work in a supportive and professional manner with other support staff, attorneys and law enforcement agencies. Candidates must be computer literate and adept at learning new computer programs.

**Application Process:** Applicants should submit a (1) cover letter, (2) resume: and (3) list of three references to:

Aida P. Crosson  
Director of Administration  
Office of Attorney General  
150 South Main Street  
Providence, RI 02903  
acrosson@riag.ri.gov

**Other Information:** The selected applicant will be subject to a background investigation including reference checks.

**The Rhode Island Office of Attorney General is an Equal Opportunity Employer**  
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.