



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
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ATTORNEY GENERAL

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Employment Opportunity- Office of the Massachusetts Attorney General

Date Posted: April 28, 2026

Application Deadline: May 19, 2026, at 5:00 PM (ET)

Job Description and Qualifications for:

PARALEGAL

WESTERN MASSACHUSETTS REGIONAL OFFICE
(Springfield)

The Attorney General's Office is looking for a highly motivated individual to provide paralegal and administrative support to its Western Massachusetts Regional Office (WMAS) located in Springfield, MA.

WMAS staff handle legal matters from various areas of the Attorney General's Office (AGO), including the Criminal, Energy & Environmental, Government, Health Care & Fair Competition, and Public Protection & Advocacy Bureaus. The WMAS Office also provides on-site assistance to residents with civil rights, consumer, and labor issues, and serves as a regional hub for the implementation of AGO-wide priorities that involve community outreach, education, and policy initiatives.

Primary Duties: The Paralegal provides day-to-day paralegal and administrative support to attorneys across multiple divisions including the [Gaming Enforcement Division](#), [Human Trafficking Division](#), and [Neighborhood Renewal Division](#), with supplemental support to the [False Claims Division](#). Division assignments may change based on the needs of the Office.

Criminal Bureau

- Draft administrative, grand jury, and trial subpoenas; witness summonses; discovery requests; and preservation orders at the direction of prosecutors.
- Assist with trial preparation and case file management.
- Analyze and assist in the review of digital evidence in furtherance of investigations and prosecutions.
- Coordinate and schedule business and law enforcement witnesses.
- Maintain Office databases, such as the Criminal Bureau's District Court Database.

Gaming Enforcement Division

- Support gaming related investigations and prosecutions in coordination with attorneys, investigators, other administrative staff and the Massachusetts State Police.

Human Trafficking Division

- Support investigations and prosecutions related to sex trafficking and labor trafficking in coordination with attorneys, investigators, victim witness advocates.

Neighborhood Renewal Division

- Draft, file, and serve court documents, including petitions for appointment of receivers, affidavits, and orders.
- Assist attorneys with preparation for court hearings and in meetings with community leaders and potential receivers.
- Coordinate with local officials on code enforcement activities and attend property inspections.
- Manage calendars, including scheduling critical dates, deadlines, and case-related appointments.
- Maintain and update a case management system and files.
- Screen and process incoming mail.
- Perform other administrative and clerical duties, including document preparation, typing, and filing, as needed.

Position Requirements:

- Bachelor's degree or an equivalent combination of related education and/or experience, required.
- Commitment to working in the public interest.
- Demonstrated interest, and understanding of, the sensitive nature of working on investigations involving organized and public corruption crimes.
- Effective verbal and written communication skills with a high level of professionalism.
- Analytical skills, sound judgement, and excellent attention to detail.
- Proficiency with technology, computers, and Microsoft Office programs.
- Fluency in Spanish, Portuguese, or other languages, the ability to translate spoken and written words, and experience working with immigrant communities is preferred.
- Ability to travel across the Commonwealth, including weekly travel to Boston Office and Springfield District Court.

The successful candidate will be able to demonstrate a connection to the people and communities we serve and an interest in supporting a respectful, diverse, equitable, and inclusive work environment.

Position Type: Full-Time/Non-Exempt

Salary: \$ 55,375

Application Process: To apply for this position, all applicants must visit the AGO website via this [link](#), upload their cover letter and resume, and submit an application.

Qualified individuals with disabilities are encouraged to apply. We will gladly assist applicants in need of an accommodation. For assistance, contact the Human Resources Division at (617) 963-2932.

Inquiries regarding position & status may be made to:

Samantha Ross, Managing Administrative Assistant
Western MA Regional Office, Springfield
(413) 523-7711

The Attorney General's Office is an Equal Opportunity Employer. As the representative of the Commonwealth and its residents, the Attorney General's Office strives to ensure that those working in our office reflect the diversity of the communities we serve. The Office encourages applicants from a

broad spectrum of backgrounds to apply for positions.