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**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

1 GRANITE PLACE SOUTH
CONCORD, NEW HAMPSHIRE 03301

JOHN M. FORMELLA
ATTORNEY GENERAL

JAMES T. BOFFETTI
DEPUTY ATTORNEY GENERAL



December 6, 2023

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Your Excellency and Members of the Council:

REQUESTED ACTION

That approval be and hereby is given to the Attorney General to appoint Courtney A. Sirois to Position # 9U741, (Appropriation #02-20-20-200510-2616-014-500134), as a Victim/Witness Specialist at a salary level of \$76,162 (LG DD, Step 2), effective upon Governor and Executive Council approval, or January 12, 2024, whichever is later for a term ending January 12, 2029.

EXPLANATION

Ms. Sirois, a resident of Salem, earned a Bachelor of Arts in Psychology and Criminology from Merrimack College in 2016. She has been employed as a Victim/Witness Advocate with the Middlesex Massachusetts District Attorney's Office since 2016. I intend to assign Ms. Sirois to the Criminal Justice Bureau's Victim/Witness Assistance Unit. Given her years of experience and expertise, a salary of \$76,162 (LG DD, Step 2) is requested. Her resume is attached for your consideration.

I am pleased to offer Ms. Sirois's appointment as a Victim/Witness Specialist at the above-referenced salary for your approval and respectfully urge your favorable consideration.

Respectfully submitted,

John M. Formella
Attorney General

#4267283

Courtney A. Sirois

OBJECTIVE

Seeking employment that leverages my studies and related experience.

EDUCATION

Merrimack College, North Andover, MA

Bachelor of Arts degree – Criminal Justice and Psychology

May 2016

GPA 3.4

Dean's List all semesters: Spring 2013- Spring 2016

Criminology Honors: Alpha Phi Sigma, Inducted 2016

Internship: Massachusetts State Police, Barnstable, MA- Cape Cod Drug Task Force

Summer 2015

WORK EXPERIENCE

Middlesex District Attorney, Woburn, MA

August 2016 - Current

Superior Court Victim Witness Advocate

- Familiarize and explain to victims, witnesses and family members the court process and their rights throughout each stage of that process
- Crisis intervention with victims and referring them to the appropriate services
- Give victims and witnesses written and verbal notification regarding court dates

Bridges by Epoch, Andover, MA

Activities Assistant

September 2019 - November 2020

- Keeping Alzheimer residents engaged with a wide variety of activities
- De-escalate conflict/stressful situations among residents
- Identifying & Monitoring Resident more at risk for elopement
- Carry out other duties as assigned

Merrimack College, North Andover, MA

October 2013 - May 2016

Supervisor for Student Security

- Designed monthly schedule for a security team of 4 students covering 7 buildings across a 7-day workweek including locking down the buildings. Assessed job performance and responded to personal requests/concerns as needed.

COMPUTER SKILLS

Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Research, Writing, Damion, CJIS, VNR