

**VACANCY IN THE MONTGOMERY
COUNTY PROSECUTOR'S OFFICE**

The Montgomery County Prosecutor will accept applications for the position appearing herein until 4:30 p.m. on Friday, September 25, 2020. This is a full-time, classified position with benefits, including PERS.

VISIT

https://www.mcoho.org/government/elected_officials/prosecutor/employment.php

**TO COMPLETE AND SUBMIT THE JOB APPLICATION FOR THIS POSTING
TO BE CONSIDERED FOR THE POSITION.**

Following submission of application, please send (email or fax) cover letter and resume with references to:

Ms. Karen M. Clift
Personnel, Payroll & Benefits Officer
301 West Third Street
P.O. Box 972
Dayton, Ohio 45422
Fax (937) 496-3129
cliftk@mcoho.org

Position: **Victim Advocate**

Salary: \$35,500.00

See attached Job Description

The Montgomery County Prosecutor's Office is an Equal Opportunity Employer

VICTIM ADVOCATE

JOB RESPONSIBILITY

Under general supervision, is responsible for providing support services to victims and witnesses of felony crimes; maintains client/case contacts and records on all cases assigned; provides public education on victim/witness issues; performs other related duties as set forth below under "Illustrative Duties" and as required by the Director:

SUPPORTIVE SERVICES

Defined as, but not limited to, crisis intervention, assistance to and empowerment of the individual; advocacy/intervention with other systems the individual may encounter; and ensuring the rights (see ORC Chapter 2930) of those victimized by crime.

ILLUSTRATIVE DUTIES (The duties listed below are intended only to illustrate work functions performed by this classification. They are not all-encompassing of potential work expectations.)

Provide crisis counseling, information and referral services to victims and witnesses; provide specific services to victims of sexual assault and homicide; child victims and elderly victims;

Communicate with public by phone and in person to assist with victim/witness issues such as victims' rights, victim compensation, case status, etc.;

Serve as a liaison between victim/witness, police, and prosecutor;

Assist clients through the criminal justice system;

Ensure the rights of victims as defined by the Ohio Revised Code, Section 2930 – Victim Rights Law and the Ohio Constitution;

Responsible for maintaining case/client records;

Available to provide 24-hour services to clients in the form of rotating evening and weekend duty through on-call status;

Interact with prosecuting attorneys, law enforcement officers, judges, social service agencies, other victim advocates and court staff in order to coordinate services for victims;

Provide educational presentations to schools, groups, agencies, etc. on victim/witness services and issues:

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of office practices and procedures;

Knowledge of legal terminology;

Knowledge of crisis intervention techniques, the criminal justice system and court procedures;

Knowledge of social service agencies;

Ability to handle sensitive situations and information;

Must exhibit critical thinking and the ability to take action without immediate supervision;

Willingness to work irregular hours and provide 24-hour services when required;

Ability to do public speaking and knowledge of public relations;

Must demonstrate creative thinking and the ability to assist in the development of new procedures;

Ability to develop and maintain an effective working relationship with everyone;

Must possess skills in effective oral and written communication; attention to detail a must.

MINIMUM QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

Bachelor's Degree in the criminal justice, social sciences or related field; AND some training in crisis intervention
-OR -

Graduation from high school AND two (2) years experience in the legal system or a community service agency.

NECESSARY SPECIAL REQUIREMENT: Valid Ohio driver's license.