


<b>JOB ANNOUNCEMENT</b>		<b>EXTERNAL</b>
<p>County of York</p>  <p>Human Resources</p>	<p><b>VICTIM WITNESS ADVOCATE DIRECTOR</b></p> <p>Status: Full-Time</p> <p>FLSA: Non-Exempt</p> <p>Salary: \$22.26 - \$24.58</p> <p>Union: M.S.E.A. – Grade 7</p> <p>Reports To: District Attorney or Designee</p>	

**JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

This full-time position will provide overall management and day-to-day operation of the Victim/Witness Services Program, creation and shepherding of the program in its mission in coordination with the District Attorney. This position will serve as the liaison for victim/witness services with other counties, the state and other identified organizations.

**SUPERVISION RECEIVED AND EXERCISED**

Works under the general supervision of the District Attorney and/or designee, who may provide guidance on technical matters and ensure the program is in conformance with established rules, regulations and state laws.

Responsible for the direct supervision of all Victim/Witness program employees, including but not limited to advocates, restitution clerks and administrative staff.

**ESSENTIAL DUTIES**

**Essential Duties/Responsibilities:**

1. Oversee the development of policies and procedures for the York County District Attorney Office’s Victim Witness Program.

2. Provide direct services to victims of crime in the criminal justice system meeting all obligations imposed by Title 17-a and Title 34-a regarding notification including court dates, explanation of pleas offers, provision of education regarding criminal justice process, accompanying victims to court when needed, notification of victim rights and referrals to appropriate services and advocacy agencies as needed as a backup for advocates.
3. Coordinate the hiring process with the county for the Victim Services program to include but not limited to advocates, volunteers, interns and clerical support staff.
4. Oversee the training of new Victim Witness Advocates or other program staff and continued professional development of existing staff.
5. Develop and implement procedures for case prioritization and provisions of services.
6. Oversee issues regarding court coverage and case assignments.
7. Be or become proficient in evaluating information for submission to prosecutors for discovery determination and develop and monitor protocols for follow through.
8. Oversee financial reporting to York County Director of Finance for the restitution program and the collection of fees.
9. Assist with gathering statistical data regarding the provision of victim services and data regarding the collection and disbursement of restitution payments received.
10. Review and prepare grants for submittal that may enhance the provision of services to victims of crime. Upon approval, monitor to ensure compliance
11. Supervise all staff members within the Victim Advocacy Program to include coordination of vacation requests, scheduling to ensure coverage of court and office events.
12. Preparing and administrating all VWA annual evaluations. To include setting and supporting annual goals.
13. Develop and maintain relationship with statewide victim witness coordinator.
14. Develop literature to outline victim's rights and the role of the Office of the District Attorney and develop a library of literature pertaining to victimology and victims in the criminal justice process.
15. Review and approve time sheets prior to submission to the finance office.
16. Performs other related duties as requested by the District Attorney, and/or designee.

## **Experience and Certifications**

### **Knowledge/Skills/Experience:**

High School diploma or equivalent required, associate degree in social work or criminal justice preferred. One (1) year working in a law environment or social service field is desirable. Experience working in a crisis intervention setting is desirable. Prior experience working in the criminal justice system preferred. Familiarity with legal terms and court procedures is preferred. Proficiency in Microsoft Office is required. The ability to learn basic criminal procedures and victims' rights laws is required. Possession of a valid and insurable State of Maine Driver's License is required. Availability and ability to travel is required. The ability to effectively communicate with the public is required. The ability to work in a team setting with commitment to a high level of confidential customer service is required. Must be able to multi-task, prioritize and work under pressure to meet deadlines. Must pass a full criminal and motor vehicle background check. Ability to use Zoom to attend necessary court hearings.

### **License or Certificate:**

Valid Maine Driver's License.

## NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.
- Must be able to utilize a computer and adapt to new technology.

**Environmental Conditions:** The work environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from the phones, public inquiries, and other staff.

**Physical Conditions:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use computer keyboard, file, writing, and answering phones. The employee is frequently required to walk, talk, and listen. The employee is occasionally required to climb or balance; stoop or kneel. They may be expected to lift and/or move up to 25 pounds.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## SUBMITTAL INSTRUCTIONS

Interested candidates must submit a resume and/or application with qualifications to:

York County Human Resources

Attn: Linda Corliss

45 Kennebunk Road, Alfred, ME 04002

Or via email: [lmcorliss@yorkcountymaine.gov](mailto:lmcorliss@yorkcountymaine.gov)

Physical Address: 149 Jordan Springs Road, Alfred, ME 04002

York County applications can be downloaded from: [yorkcountymaine.gov/careers](http://yorkcountymaine.gov/careers)

**Deadline: This posting will remain open until position has been filled**

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.

**The intent of this description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description.**

*York County Government is an Equal Employment Opportunity Employer*