



York County Government

District Attorney's Office Victim Witness Advocate – Superior/District Court

External Job Posting

Position: Victim Witness Advocate
Status: Full Time – Grant Funded
FLSA: Hourly / Union
Reports to: District Attorney or Designee

Purpose of the Position

This full-time position will provide direct advocate services to victims and witnesses as assigned through the Director of the Victim-Witness Program and the court.

Scope/Supervision

Works under the general supervisor of the Director of the Victim/Witness Advocacy Services Program and/or the District Attorney and his/her designee who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations and state laws.

This is a grant funded position and employment is contingent upon continued funding.

Responsibilities and Examples of Duties

1. Direct contact with victim and witness's involved in the court system.
2. Notification to victim/witness's of all proceedings within the legal system from the initial complaint receipt, investigation, development for trial, through trial and resolution including restitution and/or post-sentence conditions as necessary.
3. A high degree of interaction among prosecutor, defense counsel, court personnel and others involved in each case.
4. Responsibility for reporting by statutory mandate.
5. Travel to various District Court satellite offices on a daily/weekly basis as needed.
6. Other duties as may be assigned from time to time by supervisory personnel.

Knowledge, Skills and Abilities

1. High School graduate or equivalent required.
2. Preferred candidate will have post secondary education and/or experience in the dynamics of family violence, sexual abuse, child abuse, and substance abuse.
3. Good customer service skills.
4. Professional and courteous demeanor.
5. Valid Driver's License.

Work Environment

The physical demands described here are representative of that must be met by the employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit for long periods of time; walk; use hands to type for in a repetitive motion; and reach with hands and arms. As well as on occasion lift 25 pounds or more. Some travel may be required from various work locations as directed by work flow demands.

Expected Hours of Work

A flexible work schedule is required based on the needs of the office. Overtime and evening hours are limited.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Applications for this position can be picked up at the York County Management building located at 149 Jordan Springs Road, Alfred, Maine or on the County of York website:
www.yorkcountymaine.gov

York County is an equal employment opportunity employer.

**This County EXTERNAL posting will expire on
Wednesday, September 30, 2015 @ 4 pm**