



Clinton County

Victim Advocate – Criminal Division

Starting Pay Rate: \$20 - \$25 / hour

The Clinton County Prosecutor's Office is accepting applications for the position of Victim Advocate in the Criminal Division. The Prosecutor's Office works with victims and witnesses to keep them advised of the criminal law process and the status of their cases. This position reports directly to the Clinton County Prosecutor, assisting victims, witnesses, and the Assistant Prosecutor assigned to the cases. Advocates sit with victims in courtrooms during trial and assist with invoking rights under Ohio's Victim Rights, including the right to be present/heard and to receive notification of court proceedings or offender release. Advocates serve as a liaison for counseling and compensation sources and ensure notification of defendant release dates from prison is also provided.

Responsibilities:

- Act as support person for victims
- Accompany victims to court proceedings
- Serve as liaison between the victims and Assistant Prosecuting Attorney
- Provide information to the victims about the court system
- Provide victim rights information
- Make referrals to social service agencies (counseling, support groups, shelters, etc.)
- Notify victims of grand jury results, trial dates, continuances, bond hearings, sentencing dates, and any other hearings
- Assist victims in preparing Victim Impact Statements
- Provide victims with information and applications for Victims of Crime Compensation; can also assist victims in completing the application
- Provide information regarding VINE (Victim Information and Notification Everyday) - the registration system for notification of an offender's release
- Assist victims with Safe at Home address confidentiality program (assistants are Certified Application Assistants through the Ohio Secretary of State)
- Obtain medical releases and medical records
- Coordinate scheduling of interpreters
- Provide victims with parole board and post adjudication information
- Professionalism and confidentiality are essential

Qualifications:

- High school diploma or equivalent.
- Valid Driver's License.
- Background check required.
- Knowledge of legal proceedings and terms helpful.
- Ability to manage and complete multiple tasks.
- Team player with strong communication and interpersonal skills.
- Reliable attendance.
- Effective time management skills.
- Highly organized, detail oriented and quick learning ability when new tasks are assigned.
- Flexible and motivated.
- Strong computer skills and comfortable learning and navigating new and different data systems.

Salary and Benefits:

- Salary is commensurate with experience. The starting pay rate is \$20 - \$25 / hour
- Full-time role; paid bi-weekly; paid vacation and sick time; 13 paid holidays.
- Comprehensive Benefits Package: Medical, Vision, Dental, Employer-Paid Life Insurance, Ohio Public Employee's Retirement System (OPERS), Eligibility to participate in the Public Service Loan Forgiveness program.

Application Process:

To apply, please submit your resume to Maria Burrell, Office Administrator at mburrell@clintonctyprosecutor.com or by mail at

Clinton County Prosecutor's Office

103 E. Main St.
Wilmington, OH 45177

This job posting will remain open until filled. Clinton County is an Equal Opportunity Employer.