



Office of the State's Attorney for Baltimore City

Position Announcement: Witness Coordinator (Grant Funded)

Job Description:

The Office of the State's Attorney is seeking to fill the position of Witness Coordinator for the Homicide Unit. This is a two-year, grant funded position.

The Witness Coordinator will assist homicide prosecutors by contacting witnesses, both civilian and police personnel, needed for trial and advising them of upcoming trial dates as well as when cases are postponed. Additionally, when a case is in trial, the Witness Coordinator will work closely with the homicide prosecutor by aiding in the scheduling of witnesses needed for trial. The Witness Coordinator will contact witnesses, advise them as to date and time when they are needed to testify and direct them to the proper courtroom or witness room; often times this occurs after court recesses for the evening. Witness Coordinators may also be needed in the courtroom when witnesses testify to provide support.

This full-time position is located at 120 East Baltimore St., Baltimore, Md. 21202. The selected candidate will be expected to start within 30 days of offer.

Education/Experience:

Applicants must possess at least a Bachelor's degree. Experience in the criminal justice system is preferred but not necessary.

Qualifications:

Applicants must possess excellent communication skills, be highly organized, and a multi-tasker. Selected candidates will be required to submit to drug and alcohol testing as well as a criminal background check before starting employment.

Salary: \$44,858-\$54,520 depending upon experience. Benefits are associated with this position.

To Apply:

All interested persons should email resume and cover letter to resume@stattorney.org by Tuesday, January 3, 2017. Please use "Witness Coordinator" as the subject reference of your email and in your cover letter. Documents must be in pdf or Word format.

THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER.