



Office of the State's Attorney for Baltimore City

Position Announcement: Victim/Witness Advocate for the Major Investigations and Public Trust & Police Integrity Units (Grant Funded)

Job Description:

The Office of the State's Attorney is seeking to fill the position of Victim/Witness Advocate for the Major Investigations (MIU) and Public Trust & Police Integrity (PIU) Units. This is a two-year, grant funded position.

The advocate hired will divide their time equally between the two units. The advocate will be responsible for the following duties:

- Pre-screening citizen calls and complaints of generalized misconduct (for PIU cases only)
- Interviewing victims and witnesses to assess the impact of crime, assess threat level on a preliminary basis for further referral, identify the need for socioeconomic, emotional support, and health resources and refer victims and witnesses to outside agencies where appropriate (i.e., Department of Social Service, Social Security, etc.)
- Coordinating interviews with victims and witnesses and the Assistant State's Attorney
- Maintaining on-going communication with victims and witnesses to ensure understanding of the process and appearance in court, including but not limited to explaining the judicial process and their rights throughout the judicial process as well as emphasizing the importance of appearing in court to testify
- Ensuring timely delivery of documents to victims and witnesses including but not limited to Crime Victim Notification Forms, Criminal Injury Compensation Board Forms, restitution requests and other documentation
- Providing regular trial and case status updates
- Addressing safety and post-trial concerns
- Facilitating court appearances
- Assisting with victim impact statements
- Arranging for transportation when needed
- Accompanying victims and witnesses to court upon request
- Maintaining monthly statistics on all victims and witnesses served
- Attending other trainings to further develop the skills and best practices for the Division

This full-time position is located at 120 East Baltimore St., Baltimore, Md. 21202.

Education/Experience:

Applicants must possess at least a Bachelor's degree; preferred majors include social work, criminal justice, psychology, sociology or a related field. Applicants must have at least five years of experience working with victims of crime. Applicants must have either completed or be willing to attend the Roper Victim Assistance Training Academy and obtain their Maryland Victim Assistance Certification within one year of their date of hire.

Qualifications:

Experience in the criminal justice system and/or working for a law enforcement or public safety agency is preferred. Applicants must be able to establish and maintain effective working relationships with community members, law enforcement professionals, courtroom staff, coworkers and members of the public. Applicants must be able to multi-task and work in stressful, fast-paced situations. Basic computer skills including proficiency in Microsoft Office required. 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@statorney.org by Tuesday, January 3, 2017. Please use "Victim/Witness Advocate Major Investigations and Police Integrity Units" as the subject reference of your email and in your cover letter. Documents must be in pdf or Word format. Position remains open until filled.

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