



## Office of the State's Attorney for Baltimore City

### Position Announcement: Victim/Witness Advocate for the Misdemeanor Jury Trial Unit (Grant Funded)

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#### **Job Description:**

The Office of the State's Attorney is seeking to fill the position of Victim/Witness Advocate for the Misdemeanor Jury Trial Unit. The Misdemeanor Jury Trial Unit investigates and prosecutes all misdemeanor cases that have been referred to Circuit Court for a jury trial. This is a two-year, grant funded position.

The advocate hired will be responsible for the following duties:

- Identifying and contacting victims and witnesses for purposes of outreach
- 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
- Communicating with the District Court Advocate to ensure misdemeanor Assistant State's Attorneys have accurate victim contact information
- 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
- Arranging for transportation when needed
- Accompanying victims and witnesses to court upon request
- Assisting with victim impact statements
- Maintaining monthly statistics on all victims and witnesses served
- Attending 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](mailto:resume@statorney.org) by Tuesday, January 3, 2017. Please use "Victim/Witness Advocate Misdemeanor Jury Trial Unit" 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.**