

ATLANTIC COUNTY PROSECUTOR'S OFFICE

JOB ANNOUNCEMENT

Posting Date: 07/18/2023

Closing Date: Until Filled

TITLE: County Victim – Witness Advocate Trainee (09007)

SALARY: \$35,000 - \$38,341

Hours: 35

DEPARTMENT: Atlantic County Prosecutor's Office

Union Mgmt.

LOCATION: Atlantic County Prosecutor's Office

NJDOP Test Required: Yes No

Grant Funded: Yes No

DEFINITION:

Under close supervision, receives on-the-job training in the provision of advocate services to crime victims, witnesses, and their families; performs other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only.

A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

DISTINGUISHING CHARACTERISTICS:

EXAMPLES OF WORK:

Under close supervision, as a trainee and productive worker:

Learns how to provide information, advice, and assistance to crime victims and witnesses through interview processes.

Learns how to review cases with victims and witnesses.

Learns how to assist victims and/or witnesses when resolving problems associated with court appearances.

Attends public speaking engagements to learn how to educate the public about the purpose and existence of the program.

Learns how to provide referrals for needed services such as counseling, social services, and self-help groups.

Assists in responding to questions or concerns regarding the criminal justice system procedures, rules, and regulations.

Learns how to assist victims in the preparation and delivery of victim impact statements.

Assists in preparing informational brochures.

Establishes and maintains cooperative working relationships with those interested and/or involved in the work of the program.

Maintains essential records and files.

Will be required to learn how to utilize various types of electronic and/or manual information systems used by the agency, office, or related units.

May require working evenings and weekends if needed.

REQUIREMENTS:

EDUCATION:

Education Requirements: Graduation from an accredited college or university with a Bachelor's degree.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Ability to learn and practice the methods used to conduct interviews.

Ability to interpret laws, rules, and regulations, and apply them to specific situations.

Ability to gather and analyze information.

Ability to provide advice and assistance to crime victims and witnesses.

Ability to learn the problems encountered by crime victims and witnesses.

Ability to learn how to evaluate and identify the types of services needed by crime victims and witnesses.

Ability to provide referrals for crime victims and witnesses.

Ability to prepare reports and maintain essential records and files.

Ability to establish and maintain cooperative working relationships with those interested and/or involved in the work of the program.

Ability to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.

American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible if they can perform the essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

ADVANCEMENT:

Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the Advocate, Victim-Witness Program (07003) title in accordance with New Jersey Civil Service procedures.

The inability of an employee in this trainee title to attain a level of performance warranting advancement to Advocate, Victim-Witness Program shall be considered cause for separation.

Interested, qualified applicants should submit a cover letter and resume to

Patricia Hayek, Director of Victim Witness

Hayek_p@acpo.org

Atlantic County Prosecutor's Office

4997 Unami Boulevard, Suite 2, P.O.B. 2002

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