



**Michael C. O'Malley**  
Cuyahoga County Prosecutor

## **Job Posting**

**THIS IS A TEMPORARY GRANT FUNDED POSITION FOR A 1 YEAR DURATION WHICH THE EMPLOYER HAS THE OPTION TO EXTEND**

<b>Job Title:</b>	Witness Victim Advocate ( <i>SAKTF/Cold Case Unit</i> )	<b>Salary:</b>	\$37,000 - \$39,000
<b>Department:</b>	Criminal	<b>Reports to:</b>	Unit Supervisor
<b>Location:</b>	Courthouse Square, 7 <sup>th</sup> floor 310 Lakeside Avenue Cleveland, Ohio 44113	<b>Hours:</b>	8:30 AM – 4:30 PM ( <i>variable shift/hours may apply</i> )

### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

Associate's degree in humanities, social services, psychology, criminal justice or related field and three (3) years of experience that includes counseling and work related to law enforcement, or an equivalent combination of education, training and experience. Proficiency in computer skills including: Microsoft Windows and other Microsoft products (Word/Excel), database experience.

### **FUNCTION:**

Victim Advocates in the Cold Case Unit Sexual Assault Kit Task Force (SAKTF) will provide advocacy, support, crisis intervention, information and referrals to victims and witnesses of crimes. Advocate will establish and maintain contact with victims throughout the criminal justice system process while working alongside Assistant Prosecuting Attorneys.

### **RESPONSIBILITIES:**

- Makes initial contact with victims and their families to explain the criminal justice system while orienting them to their role in the prosecutorial process; reads reports and victim statements; assists prosecutors and law enforcement personnel in conducting interviews with victims of crime; assists with preparing victims and witnesses for trials; attends trial while victim is testifying or giving impact statement at sentencing; assists victims in completing notification/impact forms; prepares weekly report sheets.
- Receives case referrals from a variety of sources to provide services which include crisis intervention, and counseling; assists, counsels and refers victims to available support groups and agencies.
- Conducts witness assessment interviews as requested; responds to any victim/witness related issue; evaluates case elements to assist attorneys in assessing case prosecutorial criteria.

- Represent the office at countywide meetings that address victim of crime (e.g. Sexual Assault Response Team, Domestic Violence Coordinating Council, Family Justice Center Planning Committee, and Cuyahoga County Sex Offender Management Council).
- Performs all other duties assigned, delegated or required of the Victim/Witness Advocate as well as those prescribed by law.
- Conducts business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to perform in a professional manner under stress when confronted with tight deadlines;
- Ability to comprehend a variety of informational documents including a medical bills, proof of loss wages, receipts, and mileage reports.
- Ability to comprehend a variety of reference books and manuals including policies and procedure manuals and Victim of Crime Compensations guide book.
- Ability to prepare case reports, documents, emails and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to develop and maintain effective working relationships with a variety of individuals within and outside the Department.
- Ability to use and interpret basic legal and counseling terminology and language.
- Ability to record and deliver information, to explain procedures and to follow instructions;
- Ability to communicate with victims, victims’ families, supervisor, attorneys, mental health/crisis advocates, court personnel, and law enforcement staff.
- Must possess qualities of fairness, a strong work ethic, have the highest integrity; and must also maintain the confidentiality of law enforcement and investigatory records and other confidential information.

**APPLICATION PROCEDURE:** Upload a letter of interest including your e-mail address, resume, and three professional references **via the online application process at:**

<http://prosecutor.applicantstack.com/x/openings>

**All materials must arrive no later than 4:00 p.m. on June 26, 2018**

**Please do not e-mail your information.** If you have any further questions about the application procedure please email: Jason J. Sobczyk, Director of Human Resources, at [jsobczyk@prosecutor.cuyahogacounty.us](mailto:jsobczyk@prosecutor.cuyahogacounty.us)

**ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A DRUG TEST AND A CRIMINAL BACKGROUND INVESTIGATION PRIOR TO BEING HIRED.**

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department.

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Visit our website: <http://prosecutor.cuyahogacounty.us/>

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