

Job Notice and Position Description:

Part -Time Victim Advocate (25+ hours per week)

Under the supervision of the Municipal Prosecutor, the advocate provides assistance to victims of crime after referral by law enforcement in conjunction with pending misdemeanor, felony and traffic cases in Municipal Court. The advocate educates individual victims about court procedures and keeps victims and witnesses informed as to court dates and other case-related information, and accompanies victims to court. The advocate is responsible for collecting information with respect to immediate needs such as protection orders, as well as housing and medical concerns and restitution information. The advocate also provides information on other local resources for additional assistance, and provides follow up information after court proceedings are concluded if necessary. The advocate tracks case-related statistics including demographic information of offenders and victims, and is responsible for monthly grant report maintenance. This is a grant-funded position, therefore continued employment is contingent on continued receipt of grant funding annually.

Qualifications: 2-3 years job-related experience (advocate credential, law enforcement and/or paralegal education preferred); effective oral and written communication skills, including interviewing; ability to be patient and empathetic; ability to organize and to work independently; in-depth knowledge of court/legal policies, procedures, and operations; ability to maintain confidentiality of sensitive information; knowledge of crisis intervention techniques; proficient in Microsoft Office, Adobe Acrobat, and basic office equipment operations; Ohio driver's license and reliable transportation also required. Submit application, resume and cover letter, along with three references to: Human Resources, City of Urbana, P.O. Box 747, Urbana, OH 43078-0747 or e-mail to liela.anderson@ci.urbana.oh.us as PDF files. Application deadline is March 31, 2017 for first consideration and will be received until position is filled. Successful candidate will be subject to a background check and pre-employment drug screen.

The City of Urbana is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.