

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

14 JUVENILE JUSTICE VICTIM/WITNESS ADVOCATE – VICTIM WITNESS
\$14.4973/hr – 40 hours/week.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 10/9/2020

REMOVE: 10/16/2020

Attends team status meetings to discuss victims, witnesses, and cases with other program staff; serves on and/or networks with members of a variety of advisory boards, committees, task forces, and councils related to victims of crime.

Assists in preparing and submitting applications for granted funds; compiles and analyzes data; confers with judicial personnel, law enforcement agencies, community groups and victims of crime to determine needs.

Communicates with supervisor, employees, court officials, attorneys, law enforcement personnel, victims, witnesses, families, the general public, outside agencies or other individuals as needed to coordinate work activities, review status of work, exchange information, give/receive advice/direction, or resolve problems.

Prepares or completes various forms, reports, correspondence, time sheets, attendance records, reimbursement requests, victim fact sheets, trial information sheets, grant applications, or other documents.

Receives various forms, reports, correspondence, reimbursement requests, impact statements, victim compensation and restitution documentation, advocacy authorizations, court calendars, medical and legal records, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads professional literature; maintains professional affiliations.

Participates in continuing education activities; attends meetings, seminars, and training sessions as required to remain knowledgeable of governmental/departmental operations and to stay current with changing policies, procedures and codes.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year of experience in criminal justice, victim witness advocacy, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.