



The Monroe County Human Resources Office is now
accepting applications for the following position:

6 JUVENILE JUSTICE ADVOCATE – VICTIM WITNESS
\$21.43/hour | Full-Time (40 hours/week)

Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.

Notice: Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (<http://epatch.state.pa.us>), to be obtained at the candidate's expense prior to the start date. Additional position-specific clearances may be required.

POSTED: 05/18/2026

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: JUVENILE JUSTICE VICTIM/WITNESS
ADVOCATE**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist victims and witnesses of violent crimes by juveniles through the judicial process.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Reviews warrants, incident reports and police reports; locates and contacts victims and witnesses of violent crimes by juveniles; provides support, referrals, and information to victims and witnesses.

Communicates with victims and witnesses in person, by phone or by mail; provides information, case status, resource materials and referrals, as needed; attends court proceedings and bond hearings with victims and witnesses; acts as a liaison for victims and witnesses between law enforcement, prosecution, judicial members, and other related agencies; prepares victims and witnesses for court appearances.

Identifies and develops plan to provide necessary services for victims and witnesses; reviews medical reports, police reports and other documents to evaluate victim and witness needs; determines eligibility and need for services such as restitution, compensation, counseling or other assistance; assists with completing applications for compensation, obtaining medical treatment and/or mental health services, writing and filing victim impact statements, restraining orders, and other documents filed with the court.

Analyzes cases with indications of high risk to victims and witnesses; flags case for special handling; compiles reporting data; records data into departmental computer; ensures notification to appropriate law enforcement and judicial agencies.

Prepares and disseminates notification letters and related information to victims and witnesses to keep them informed of case status; attends court with the victims and/or witnesses; requests rescheduling of court date when victims/witnesses are not present.

Responds to questions and requests for information from victims and witnesses and their families, law enforcement and medical personnel, judges and court personnel, attorneys, government officials, social agencies, and members of the staff.

Serves as liaison between victim and parole board and probation office; notifies victims of parole releases.

Develops and maintains client files; ensures accurate and complete documentation of all victim advocate activities, including victim compensation documentation, impact statements, restitution forms and reports, pardon and parole board registration, case dispensation documentation, etc.

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.