

**VACANCY IN THE MONTGOMERY  
COUNTY PROSECUTOR'S OFFICE**

The Montgomery County Prosecutor will accept applications for the position appearing herein until 4:30 p.m. on Friday, July 30, 2021. This is a full-time, classified position with benefits, including PERS.

**VISIT**

[https://www.mcoho.org/government/elected\\_officials/prosecutor/employment.php](https://www.mcoho.org/government/elected_officials/prosecutor/employment.php)

**TO COMPLETE AND SUBMIT THE JOB APPLICATION FOR THIS POSTING  
TO BE CONSIDERED FOR THE POSITION.**

Following submission of application, please send (email or fax) cover letter and resume with references to:

Ms. Karen M. Clift  
Personnel, Payroll & Benefits Officer  
301 West Third Street  
P.O. Box 972  
Dayton, Ohio 45422  
Fax (937) 496-3129  
[cliftk@mcoho.org](mailto:cliftk@mcoho.org)

Position: **Victim Advocate**

Salary: \$35,500.00

See attached Job Description

*The Montgomery County Prosecutor's Office is an Equal Opportunity Employer*

# VICTIM ADVOCATE

## JOB RESPONSIBILITY

Under general supervision, is responsible for providing support services to victims and witnesses of felony crimes; maintains client/case contacts and records on all cases assigned; provides public education on victim/witness issues; performs other related duties as set forth below under "Illustrative Duties" and as required by the Director:

## SUPPORTIVE SERVICES

Defined as, but not limited to, crisis intervention, assistance to and empowerment of the individual; advocacy/intervention with other systems the individual may encounter; and ensuring the rights (see ORC Chapter 2930) of those victimized by crime.

**ILLUSTRATIVE DUTIES** (The duties listed below are intended only to illustrate work functions performed by this classification. They are not all-encompassing of potential work expectations.)

Provide crisis counseling, information and referral services to victims and witnesses; provide specific services to victims of sexual assault and homicide; child victims and elderly victims;

Communicate with public by phone and in person to assist with victim/witness issues such as victims' rights, victim compensation, case status, etc.;

Serve as a liaison between victim/witness, police, and prosecutor;

Assist clients through the criminal justice system;

Ensure the rights of victims as defined by the Ohio Revised Code, Section 2930 – Victim Rights Law and the Ohio Constitution;

Responsible for maintaining case/client records;

Available to provide 24-hour services to clients in the form of rotating evening and weekend duty through on-call status;

Interact with prosecuting attorneys, law enforcement officers, judges, social service agencies, other victim advocates and court staff in order to coordinate services for victims;

Provide educational presentations to schools, groups, agencies, etc. on victim/witness services and issues:

## NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of office practices and procedures;

Knowledge of legal terminology;

Knowledge of crisis intervention techniques, the criminal justice system and court procedures;

Knowledge of social service agencies;

Ability to handle sensitive situations and information;

Must exhibit critical thinking and the ability to take action without immediate supervision;

Willingness to work irregular hours and provide 24-hour services when required;

Ability to do public speaking and knowledge of public relations;

Must demonstrate creative thinking and the ability to assist in the development of new procedures;

Ability to develop and maintain an effective working relationship with everyone;

Must possess skills in effective oral and written communication; attention to detail a must.

## MINIMUM QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

Bachelor's Degree in the criminal justice, social sciences or related field; AND some training in crisis intervention  
-OR -

Graduation from high school AND two (2) years experience in the legal system or a community service agency.

**NECESSARY SPECIAL REQUIREMENT:** Valid Ohio driver's license.