

## **OHIO CRIME VICTIM JUSTICE CENTER**

### **Position Description**

**TITLE:** Crime Victims' Rights Attorney

**REPORTS TO:** Legal Director

### **How to Apply**

Qualified candidates may submit a resume with three references, cover letter, and at least one writing sample via email to [hiring@ocvjc.org](mailto: hiring@ocvjc.org) by July 30, 2021. Include in the subject line "Crime Victims' Rights Attorney."

**No phone calls please.**

### **Position Summary**

Ohio Crime Victim Justice Center is dedicated to serving all crime victims, including surviving family members and victims' representatives. In addition, Ohio Crime Victim Justice Center provides free victims' rights training to nurses, counselors, advocates, law enforcement, prosecutors, other attorneys, courts, and the community.

This position will primarily be responsible for providing direct legal representation to crime victims in the criminal justice process. This includes making determinations as to whether crime victims' rights are implicated in complex fact patterns, engaging clients to enforce these rights, and conducting legal research and drafting and filing motions, memoranda in opposition, amicus briefs, appellate briefs, and other legal documents to protect and enforce Ohio state and federal crime victims' rights under the Ohio Revised Code, the United States Code, and the federal and state constitutions.

This position will also require utilizing an online resource developed by this organization that is designed to assist crime victims in educating themselves on their rights and enforcing their rights called the "Crime Victims' Rights Toolkit" (the toolkit). The toolkit is a website interface that allows crime victims to either view a list of all rights of Ohio state and federal victims OR enter certain information about their victimization and be provided with a customized listing of all rights that may be available to them as victims. This system has also been designed with case tracking tools to be used by victims' advocates. The attorney will be responsible for ensuring that the legal resources and community resources in the toolkit are up-to-date and accurate at all times. This attorney will provide technical assistance to victims, advocates, and other community members on the proper use of the toolkit. The attorney must engage the community to provide information about and trainings on the use of the toolkit.

Secondary responsibilities include engaging the community to educate service providers about crime victims' rights and the services provided by Ohio Crime Victim Justice Center, providing trainings as described above, and soliciting volunteers as needed.

### **Principal Duties and Responsibilities**

- Represent crime victims at various phases of the criminal justice process and related processes, including criminal court, to aid crime victims in exercising their constitutional and statutory rights;
- Assist Executive Director, Legal Director and other legal counsel in the formulation and adoption of operational procedures and policies;
- Implement and utilize docketing and case tracking system;
- Attend biweekly case management meetings in person and/or electronically, as instructed by Legal Director and/or Executive Director;
- Provide biweekly case status reports and any corresponding issues directly and/or indirectly affecting work to Legal Director and/or Executive Director;
- Represent crime victims on crime victim compensation claims;
- Update the laws and resources in the toolkit with regularity to ensure that all information provided to victims is always up-to-date and accurate;
- Provide technical assistance to victims, advocates, and other community members on the proper use of the toolkit;
- Engage in community outreach to encourage victims, advocates, and other community members to utilize the toolkit;
- Provide comprehensive and frequent trainings throughout the state;
- Utilize Hannah.com (Ohio), Congress.gov (federal), and/or Lexis Advance for tracking legislation affecting crime victim rights both at the state and federal level; and
- Perform other duties as assigned by Legal Director and/or Executive Director.

### **Qualifications**

Must have JD and be licensed to practice in the state of Ohio. License to practice in Northern and Southern federal districts of Ohio preferred. Preferred experience in criminal justice system or victims' rights. Must demonstrate abilities to oversee advocate paralegals and volunteers and communicate effectively. A qualified individual must be detail oriented and have excellent written and spoken communication skills.

This position will be responsible for direct client interface. The successful candidate must be comfortable in a fast-paced, complex environment. Crime victims' rights law is a developing area of law that requires thoughtful and compassionate, yet aggressive, representation. A successful candidate must have proven leadership abilities and be able to engage in "out of the box" thinking to come up with unique and effective strategies.

The candidate must be capable of researching, understanding, and applying successful strategies used by other crime victims' rights clinics nationwide as well as the National Crime Victim Law Institute in order to maintain a uniform approach to enforcing crime victims' rights with the goal of establishing legally solid, well-reasoned, favorable case law in the burgeoning movement to achieve crime victims' rights enforcement.

We encourage applicants from diverse groups to apply, including, but not limited to, African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBTQ+ persons. We also welcome applicants from different national origins, religions, ages, and ability status.

**Hours & Location of Work**

This is a full-time (40 hours a week) position. Ohio Crime Victim Justice Center is seeking to hire in Cleveland, Ohio. This position is currently remote (work from home) but may transition to a hybrid work environment.

**Compensation Hourly Rate**

Annual salary of \$54,000-\$65,000, commensurate with experience, plus a simple IRA and generous health, dental, and vision benefits.

**Ohio Crime Victim Justice Center is an equal opportunity employer.**