

VACANCY IN THE MONTGOMERY COUNTY PROSECUTOR'S OFFICE

DIRECTOR OF VICTIM/WITNESS DIVISION

The Montgomery County Prosecutor will be accepting applications for the position of Director of the Victim/Witness Division. The Victim/Witness Division provides support services to victims and witnesses of felony crimes including specific services to victims of sexual assault, homicide, domestic violence, child and elderly victims.

The Director manages the daily operations of the division and staff, ensures compliance with Chapter 2930 of the Ohio Revised Code, as well as office policies and procedures. Applicants should possess knowledge of the criminal justice system, have good oral and written communication skills, have the ability to supervise staff, as well as to handle a caseload when needed, and be able to creatively problem-solve to address the best practices in methods used to sustain the operation of the division while encouraging its future development. Office hours are generally Monday – Friday, 8:30 a.m. – 4:30 p.m.; occasionally, the Director may also need to be available for related division duties, i.e., presentations, night/weekend coverage, etc. A Bachelor's degree in criminal justice or a related field is preferred.

Compensation is commensurate with experience, the minimum starting salary is \$62,500.00. Full county benefits include participation in the Ohio Public Employees Retirement System (OPERS); access to deferred compensation programs; health insurance with an HSA match, dental and vision insurance, wellness program, life insurance, paid vacation/sick/holiday leave, and access to short-term disability and employee assistance programs. More information about benefits can be found on the Montgomery County Benefits website: www.mcbenefits.org.

Additionally, the Montgomery County Prosecutor provides employees with six weeks of paid parental leave (concurrent with available twelve weeks of leave under FMLA, if eligible) in addition to sick and vacation leave, plus the possibility of working one day per week remotely. Staff may also be eligible for Public Service Loan Forgiveness (PSLF).

Anyone interested in applying for this position should send, e-mail or fax cover letter and resume with references by Friday, June 27, 2025 to:

Mrs. Debra B. Armanini
First Assistant Prosecuting Attorney
Montgomery County Prosecutor's Office
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The Montgomery County Prosecutor's Office is an Equal Opportunity Employer

POSITION DESCRIPTION

Montgomery County Prosecuting Attorney Office

DIRECTOR OF VICTIM/WITNESS DIVISION

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Victim/Witness Division Director:

- Is responsible for maintaining, organizing, coordinating and directing all aspects of the division.
- Ensures compliance with Chapter 2930 of the Ohio Revised Code including Marsy's Law, as well as office policies, procedures and directives as set forth by the Prosecuting Attorney.
- Manages the daily operations of the division and supervision of staff, including staff scheduling for daytime and after-hours operations, client services, training.
- Oversees case assignments, presentation requests, development of all printed material for the division and any special projects (e.g., Violence Prevention Project, Child Abuse Prevention and the Homicide Victim Memorial Service) that may come under the services of the division.
- Maintains all confidential case files, records, office equipment and other related materials for office use.
- Evaluates staff and deals with personnel issues as they arise.
- Reviews monthly/yearly statistical reports on advocate caseloads and program effectiveness.
- Is able to communicate well with supervisory authority, attorneys, police officials, victims, division volunteers, allied professionals, outside agencies, and the general public.
- Educates public as to division services and role within the Criminal Justice System as well as the special projects and programs it oversees (e.g., Volunteers, Violence Prevention, The WISE Program, Victims' Rights, etc.)
- May assist staff with advocacy and handle own caseload.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the Criminal Justice System including post-conviction issues and services; Crisis Intervention and Response; the Victims' Rights Law (ORC 2930); the history of the victim's movement; state and national victim service agencies/organizations; current issues/trends in victim services, management principles and use of computer software (i.e. Microsoft Word, Access and Excel) applications.

Ability to: implement managerial decisions; establish a collaborative working relationship with outside agencies; consistently display a positive attitude; lead by example; motivate/encourage/mentor others and exhibit fairness in dealing with all staff; maintain confidential and sensitive information at all times; develop processes to provide for betterment of staff operation and service delivery; do public speaking and training; present information and ideas in a clear written form, represent the needs of victims and witnesses while working within the framework of the prosecutor's office; handle all assignments as delegated by the supervisor or Prosecuting Attorney.

Skills in: effective communication - both verbally and in written fashion with supervisory authority, staff, attorneys, judges, outside agencies, victims and general public.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills and abilities. Bachelor's degree in criminal justice or related fields preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS

Candidates must have a valid Ohio Driver's License. Candidate must be a Registered Advocate with the Ohio Advocate Network or willing to obtain certificate; and willing to complete NOVA's Crisis Response Team Training.