



Waldo County District Attorney's Office Part-time Victim Witness Advocate

The Waldo County District Attorney's office has an opening for a part-time Victim Witness Advocate (VWA) position. This is a twenty (20) hours per week. The VWA will work with the public, court officials, law enforcement agencies, the Department of Health and Human Services, attorneys, child victims and witnesses. The VWA will coordinate court schedules in District Court, Juvenile Court and Superior Court for cases involving child victims or juvenile defendants, notify victims and witnesses of scheduled events, and assist the Assistant District Attorney, Deputy District Attorney and District Attorney with victim preparation for trial and attend court proceedings as required.

Job Related Skills and Qualifications:

- Must be able to pass a background, criminal and motor vehicle record check.
- Excellent communications; and the ability to follow oral and written instructions. Keyboarding, computer software and proficiency in Windows software.
- The ability to work under high pressure conditions, meeting deadlines, including but not limited to handling multiple tasks.
- Interacts with child victims in difficult and stressful situations.

Education/Experience:

Minimum of two years legal office, social service and/or law enforcement agency experience; or secondary education in law enforcement, social work, psychology, or a combination of education, training and work experience with applicable knowledge of the criminal justice process and related social services.

The County of Waldo offers excellent pay, level commensurate with experience.

Applications can be picked up at:

Waldo County Commissioners Office / 39-B Spring Street / Belfast, Me
or request by email to: jobs@waldocountyme.gov

All Applications and Résumés are due no later than September 14, 2017.
Mail, fax or email to:

Victim Witness Advocate Position
Waldo County Commissioner's Office
39B Spring Street
Belfast, Me 04915

Fax 338-6788
Email: jobs@waldocountyme.gov

Equal opportunity Employer