**Victim Witness Advocate**

Waldo County Commissioner’s District Attorney’s Office

**Open to All to Apply**

The Waldo County Board of Commissioners District Attorney’s Office has an opening for a full-time Victim Witness Advocate position to work in the County’s District Attorney’s office located in Belfast, Maine.

* Location: Belfast, Maine
* Pay range $23.25hr to $27.85 hr (new hrly rate effective 1/1/25 per union contract)
* Full-time, hourly-40 hr week (FLSA non-exempt), Monday- Friday with an occasional weekend
* Application/resume/cover letter deadline is Friday June 28, 2024
* Report to: Waldo County Board of Commissioners is the employer, Prosecutorial Assistant/Supervisor, and provides support to the State of Maine District Attorney’s Office Prosecutorial District VI

**Job Summary:**

The Victim/Witness Advocate (VWA) works with the public court officials, law enforcement agencies, victims, and witnesses. The VWA will coordinate court schedules for the Unified Court Docket and notify officers, victims, and witnesses of scheduled events. In addition, the employee will assist the State of Maine’s staff- Assistant District Attorney, State of Maine’s Deputy District Attorney and State of Maine’s District Attorney with witness and victim preparation for trial and attend court proceedings as required. The VWA receives and has access to highly personal and confidential information regarding victims and witnesses. It is imperative that the VWA has a strong understanding of criminal laws and court procedures so that accurate information is conveyed to crime victims.

Full-time hourly position, (40) hours per week, Mon- Fri, there can be some variability in the schedule due to coordination needs. Periodically weekend hours due to emergency needs. This is a FLSA non-exempt position.

**Job Requirements:**

* Must pass a thorough background, criminal and motor vehicle records check;
* Must possess excellent communication skills; 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;
* Ability to handle sensitive and confidential information with discretion;
* Ability to work independently and as part of a team, providing high quality customer service;
* Interacts with child victims in difficult and stressful situations.

**Education/Training:** Minimum High school diplomas or equivalent; at least two (2) years legal office, social service and/or law enforcement agency experience; or a combination of education, training, and work experience with applicable knowledge of the criminal justice process and related social services.

**Work Conditions:** General office conditions with contact with members of the public, including individuals charged with and/or convicted of crimes. Some contact with potentially hostile witnesses. Extensive contact with law enforcement agencies, law enforcement officers, representatives of the Department of Health and Human Services, victims, witnesses, court personnel and attorneys.

**Benefits:**

* 457(b) (optional)
* Dental insurance
* Employee discount
* Health insurance/ Vision insurance
* Paid basic Life insurance
* On-the-job training
* Paid Vacation, Sick, Personal time, Bereavement
* Professional development assistance
* Retirement plan with MePERS (optional)
* Social Security (required)
* Voluntary Benefits

Please direct questions to Eric Harvey, at pa@waldocountyme.gov or call Human Resources Department directly at 207-338-0956.

**Application Procedure:**

* Submit **cover letter**, **written application and resume**, are required. Incomplete applications or missing either part, will not be considered for the position.
* **Applications** can be obtained from the Waldo County website: [https://www.waldocountyme.gov/department/human-resources/](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.waldocountyme.gov%2Fdepartment%2Fhuman-resources%2F&data=05%7C02%7CAnnette.McLaggan%40waldocountyme.gov%7C2173d7b885ba4bfb555c08dc79172097%7C9490d171de3c4f40b03bdaca75d4db0a%7C0%7C0%7C638518388686986271%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=MU63SYwRe7W%2B4o1ZEDr6xYzG7lhpGXXdqN8j867xVwQ%3D&reserved=0)

**Cover letter, application, and resume are due Friday, June 28, 2024 before 4pm.**Applications can be faxed, dropped off, mailed to the address below or emailed to personnel@waldocountyme.gov:

**County of Waldo, Human Resources Department, 39 B Spring St., Belfast, ME 04915** **Fax (207) 338-6788.**

**County of Waldo is an Equal Opportunity/Affirmative Action Employer**

*As an Equal Opportunity employer, County of Waldo embraces a culture of respect and awareness. We are committed to creating a strong sense of belonging for all team members, and our process ensures an inclusive environment to applicants of all backgrounds including diverse race, color, sex, sexual orientation or gender identity, physical or mental disability, religion, age, ancestry, national origin, familial status or genetics.*

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