

**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, December 10, 2021. This is a full-time, classified position with benefits, including PERS.

VISIT

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

Position: **Victim Advocate**

Salary: \$40,000.00

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.



MATHIAS H. HECK, JR.

PROSECUTING ATTORNEY

APPLICATION FOR EMPLOYMENT

Print Clearly. Use ink.

We consider applicants for all positions without regard to race, color, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age, disability, marital or veteran status, genetic information, or any other legally protected status.

Name _____
Last First Middle

Address _____
Street City County State Zip Code

Telephone Numbers: Home: _____ Cell: _____ Social Security Number: _____

Email Address: _____

Are you either a U.S. Citizen or an alien authorized to work in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Are you over 18? Yes No

For which position(s) or type of work are you applying? A) _____

B) _____ C) _____

When are you available for employment? _____

Are you available for: Full time Internship

Have you worked for Montgomery County, the State of Ohio, or a political subdivision of Ohio before? Yes No

If yes, when? _____ Where? _____

Do you have any relatives currently employed by Montgomery County? Yes No

If yes, where? _____

EMPLOYMENT HISTORY

Account for ALL previous employment. PLEASE INDICATE NAME USED IF OTHER THAN SIGNATURE ON THIS APPLICATION. Begin with PRESENT position or occupation. (If you need more room, USE A SEPARATE SHEET OF PAPER.) A RESUME may be submitted in addition to completion of this application. It will become an official part of the application.

1. Employer Name: _____

Employer Address: _____
Street City State Zip Code

Supervisor's Name: _____ Phone: _____ Salary: _____ per _____

Your Title: _____ Dates of Employment: From _____ To _____

Your Duties: _____

Reason for Leaving: _____ May we contact? Yes ___ No ___

2. Employer Name: _____

Employer Address: _____
Street City State Zip Code

Supervisor's Name: _____ Phone: _____ Salary: _____ per _____

Your Title: _____ Dates of Employment: From _____ To _____

Your Duties: _____

Reason for Leaving: _____ May we contact? Yes ___ No ___

3. Employer Name: _____

Employer Address: _____
Street City State Zip Code

Supervisor's Name: _____ Phone: _____ Salary: _____ per _____

Your Title: _____ Dates of Employment: From _____ To _____

Your Duties: _____

Reason for Leaving: _____ May we contact? Yes ___ No ___

4. Employer Name: _____
Employer Address: _____
 Street City State Zip Code
Supervisor's Name: _____ Phone: _____ Salary: _____ per _____
Your Title: _____ Dates of Employment: From _____ To _____
Your Duties: _____

Reason for Leaving: _____ May we contact? Yes ___ No ___

5. Employer Name: _____
Employer Address: _____
 Street City State Zip Code
Supervisor's Name: _____ Phone: _____ Salary: _____ per _____
Your Title: _____ Dates of Employment: From _____ To _____
Your Duties: _____

Reason for Leaving: _____ May we contact? Yes ___ No ___

6. Employer Name: _____
Employer Address: _____
 Street City State Zip Code
Supervisor's Name: _____ Phone: _____ Salary: _____ per _____
Your Title: _____ Dates of Employment: From _____ To _____
Your Duties: _____

Reason for Leaving: _____ May we contact? Yes ___ No ___

SPECIAL SKILLS AND LICENSES

Proficient in Microsoft Office Suite (Word, Excel, etc.)? ____ Yes ____ No

Please list any formal training, special licenses and/or certifications you may think applicable to the position for which you are applying:

EDUCATION

Name and Address of School	Course of Study	Years Completed	Degree/Diploma

REFERENCES

Please provide us with three references, none of whom are relatives.

Name	Company and Address	Phone Number
1.		
2.		
3.		

How did you learn of this position (website, social media, referral, other): _____

Please explain any additional knowledge, skills and abilities not previously discussed. Include projects, hobbies, community or volunteer activities, etc.

ATTENTION: PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING THIS DOCUMENT!

As an applicant for employment with the Montgomery County Prosecutor's Office, I understand and agree that the Prosecutor's Office will make a thorough investigation of my past employment and activities. (This may include, but not be limited to, credit and criminal records, and past employment and activities.) I hereby release you, your organization or others from any liability or damages which may result from the exchange of the information requested.

I ALSO CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN OR AT ANY STEP OF THE EMPLOYMENT PROCESS ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND A FALSE ANSWER MAY BE GROUNDS FOR DISMISSAL FROM EMPLOYMENT WITH THE MONTGOMERY COUNTY PROSECUTOR'S OFFICE.

Signature

Date

Authorization and Release

As an applicant for employment with the Montgomery County Prosecutor's Office, I understand and agree that the Prosecutor's Office may make a thorough investigation of my credit and criminal records, and past employment and activities. I hereby release the Montgomery County Prosecutor's Office, its employees, agents, and representatives, and all others from any liability or damages which may result from the exchange of the information requested.

Print Name

Maiden Name

Social Security Number

Date of Birth

Current Street Address

City, State, Zip Code

Signature

Date