



GLOUCESTER COUNTY
invites applications for the position of:

Victim Witness Coordinator

SALARY: \$45,000 +/- DOQ

OPENING DATE: 09/29/20

CLOSING DATE: Open until Filled

DESCRIPTION:

FULL-TIME GRANT FUNDED POSITION

Under limited supervision, performs professional work assisting victims and witnesses in criminal court cases, and administrating the Victim Witness Program in the County. Employee must exercise considerable tact, courtesy, and discretion in frequent contact with program clients, criminal justice agencies and the general public. This a grant funded position and all work must be performed within the framework and mandates of the grant. Reports to the Commonwealth's Attorney.

Position is open until filled. Don't delay; priority consideration will be given to those who apply by October 16, 2020.

QUALIFICATIONS:

- Possession of a Bachelor's degree in criminal justice, sociology, or a related field.
- Seven (7) to ten (10) years of experience in case management, counseling or direct delivery of human services or a combination of experience and education that is equivalent.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license; possess and maintain a driving record that meets established [Gloucester County Driving Standards](#).
- A cover letter and resume are required in addition to the on-line application.

A minimum of 3 professional references must be listed on the application. (Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name, address, phone number(s) and email address (if available).

For a complete job description and to apply online, visit our website at: www.gloucesterva.jobs.

Gloucester County is an Equal Opportunity Employer