



PRINCE GEORGE COUNTY, VIRGINIA
invites applications for the position of:

Victim/Witness Program Assistant

SALARY: See Position Description

OPENING DATE: 11/20/20

CLOSING DATE: Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The Commonwealth's Attorney's Office is seeking an individual to perform administrative support to the Victim Witness Program. Occasionally provides direct services to victims of crime.

Responsibilities:

- Answer calls from victims and witnesses.
- Call victims and witnesses regarding case developments.
- Screen victims and witnesses for referrals to community resources.
- Explain the court process and provides emotional support.
- Serve as an intermediary between the Victim Witness Program and the Commonwealth's Attorney's Office.
- Initiate and send correspondence to include initial contact letters, case status letters, and disposition letters.
- Update information in the program management system.
- Prepare cases summaries for the Multi-Disiplinary Team meetings monthly, and attend the meetings when necessary.

Salary: \$23,918.00-- Minimum 24 hours per week (may vary depending on case load)

QUALIFICATION REQUIREMENTS:

Any combination of education and experience equivalent to high school diploma required; completion of college level courses in social sciences, criminal justice, or related fields preferred; some experience in direct delivery of human services preferred. Strong customer service skills required.

- Must possess a valid Virginia driver's license and have an acceptable driving record.
- Knowledge of local and state criminal justice system; case management and crisis intervention techniques; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction preferred.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to interpret and explain policies and procedures; communicate effectively, both orally and in writing; establish and maintain effective working relationships with other employees and the public.

SPECIAL REQUIREMENTS:

ADDITIONAL INFORMATION:

This is a part-time, grant-funded position which is contingent upon grant renewal. Pre-employment physical/drug testing and criminal background check, to include fingerprinting, required.

To apply online visit our website at www.princegeorgecountyva.gov. To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.princegeorgecountyva.gov/>

Position #VWPA112020
VICTIM/WITNESS PROGRAM ASSISTANT
WJ

Prince George County
6602 Courts Drive
Prince George, VA 23875
804.722.8669

hr@princegeorgecountyva.gov

Victim/Witness Program Assistant Supplemental Questionnaire

- * 1. Please describe your level of proficiency using Microsoft Word by selecting one of the following choices:
 - Never Use
 - Beginner
 - Intermediate
 - Advanced
- * 2. Would you be willing and able to occasionally work beyond the normal hours of 8:30 am - 4:30 pm?
 - Yes
 - No
- * 3. Do you have reliable transportation?
 - Yes
 - No
- * 4. Do you have prior experience working in a Victim Witness program?
 - Yes
 - No
- * 5. How many years of customer service experience do you currently possess?
 - None
 - 1-3 years
 - 4-6 years
 - More than 6 years
- * 6. Are you able and/or willing to work remotely?
 - Yes
 - No
- * Required Question