



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Job Opening Crime Victim Services Coordinator Schuyler County District Attorney's Office

LAST DATE TO FILE: Applications accepted until position is filled **SALARY:** \$27.48 per hour (2023 rate)
\$28.56 per hour (2024 rate)

VACANCY: At the present time, there is one full-time opening in the Schuyler County District Attorney's office. The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.

HOW TO APPLY: Interested applicants must submit a Civil Service application to the Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. Emailed and faxed applications will be accepted.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application

JOB DESCRIPTION: This position is responsible for providing services and support to crime victims within Schuyler County and to assist victims in understanding the criminal justice system and their rights within the system. The incumbent is responsible for providing support, keeping victims informed of scheduled court appearances and status of their case, and assisting victims in filing claims with New York State for any monetary loss as a result of the crime they were subject to. The employee may be required to meet with victims in the District Attorney's Office, the Justice Center of the Southern Tier, police departments, or hospital settings. The employee works under the general supervision of the District Attorney and does related work as required.

TYPICAL WORK ACTIVITIES:

Meets with and advocates on behalf of crime victims within Schuyler County and other counties if requested by the District Attorney;

Completes client assessment to determine need for services;

Assists clients in understanding court procedures as well as their rights and responsibilities;

Provides emotional support and advocacy to victims and their families;

Refers clients for counseling and support services when needed;

Informs victims of their rights and of court appearance dates, as well as provides accompaniment to said appearances;

Maintains regular contact with victims throughout the duration of the criminal matter and thereafter, if required;

Arranges meetings with victims and the DA/ADA's as needed, as well as provides accompaniment to said meetings;

Maintains client records and summary of services for accurate data collection purposes for grant reporting;

Takes detailed notes from meetings with victims and discussions with outside agencies, and documents same on DA case files and in PCMS (DA case tracking software);

Completes and submits OVS applications and all required documentation needed to obtain compensation for victims;

Obtains all required documentation needed for restitution purposes; as well ensures restitution is sent to the victim, including returning recovered property;

Prepares all required documentation to obtain victim's medical records for court purposes;

Prepares monthly, quarterly and yearly grant reports, including Fiscal Cost Reports as required by the New York State Office of Victim Services;

Establishes and maintains grant notebooks and administers all grants for their duration including corresponding with representatives from the New York State Office of Victim Services;
Responsible for making all travel requirements for conferences, meetings, as well as for victims and witnesses;
Completes required grant applications to obtain funding for the Victims Services position and prepares legislative resolutions for authorization to apply for and receive grant funds;
Have regular meetings with DA/ADA's to discuss status of cases, and to inform them of victim needs and concerns about pending cases;
Schedules all victims for court and Grand Jury appearances, and informs them of when their testimony will be required;
Maintains familiarity of all pending cases involving victims;
Requests, prepares, and retains orders of protection (as required) from justice and county courts when requested by victims;
Builds and maintains cooperative relationships with courts and various community service agencies;
Provides program presentations to various public and private agencies, including law enforcement;
Maintains cell phone availability as needed for victims and law enforcement;
Serves as Coordinator for the County's Child Abuse and Domestic Abuse Review Teams;
Recruits, trains and oversees program volunteers;
Works with Justice Center of the Southern Tier staff regularly to assist with providing services to victims, training staff and other service providers, and creating programming that will help service providers to assist victims;
Attends training seminars and victim services conferences regularly to increase knowledge on better serving victims of crime.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's Degree in Criminal Justice, Social Work, Human Services, Paralegal Studies, Sociology or Psychology or a closely related field and two (2) years of counseling or casework experience in a recognized agency adhering to accepted standards in victim advocacy, probation, parole, social services, psychology or social work or related field; or
- B. Possession of an Associate's Degree in Criminal Justice, Social Work, Human Services, Paralegal Studies, Sociology or Psychology or a closely related field and four (4) years of counseling or casework experience in a recognized agency adhering to accepted standards in victim advocacy, probation, parole, social services, psychology or social work or related field.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a New York State Class D driver's license at the time of appointment and throughout the duration of employment or otherwise demonstrate ability to meet the transportation needs of the position.

Applications and announcements are available at www.schuylercounty.us or the

Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: November 22, 2023