



# City of New Philadelphia, Ohio

## JOB DESCRIPTION

**Division/Department:** Prosecutor's Office

**Location:** City Hall

**Job Title:** Director/Advocate for Victim's Assistance

**Reports To:** Chief Prosecutor

**Supervises:** N/A

**Hours:** 40 hours per week, Monday-Friday, 8:00 a.m.-5:00 p.m.

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

### SUMMARY OF POSITION

Responsible for the overall operation of the Victim Assistance Program at the direction of the City Prosecutor.

### EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- College Degree Preferred
- Reasoning:
  - Ability to solve practical problems through the use of critical thinking skills.
  - Interpret a variety of written and oral instructions.
- Mathematical: Responsible for frequent statistical reports

### CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrates strong public speaking skills.
- Possess a valid Ohio driver's license.
- Abides by boundaries established by statute, court, and Grant guidelines.
- Performs duties professionally, courteously, and in a timely manner.
- Ability to frequently lift and/or carry zero to 10 pounds.
- Ability to sit for 4.5 hours with break.
- Ability to walk short distances, 1.5 hours, with break.
- Ability to stand 2 hours with break.

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**SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Coordinates and provides all direct services to victims of misdemeanor crimes, as well as making appropriate referrals for victims to local social service agencies.
- Provides victim support and court advocacy.
- Explains the criminal justice system to victims.
- Provides victim's rights notifications, including case dispositional information.
- Compiles and maintains data on each client and case.
- Assists victims with preparation of victim impact statements/restitution intake forms and State victim compensation claims.
- Initiates contact with, on the victim's behalf, the City prosecutors and relevant law enforcement, if necessary, regarding problems or concerns, which may arise during the pendency of the case.
- Aids in the preparation of grant applications, monitors all projects, and completes and forwards all financial and performance reports for the program.
- Assists victims in securing no contact orders for domestic violence and other misdemeanor crimes of violence through the New Philadelphia Municipal Court.
- Accompanies victims to hearings upon the request of the victim or that of the court.
- Assists victims with preparing and submitting forms to the relevant law enforcement agencies and/or Ohio Department of Corrections and victim services when a defendant is remanded to jail or prison.
- Contacts victims of upcoming judicial release or probation hearings for incarcerated offender.
- Performs other work or duties assigned by supervisor or designee.

► Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.

**WORK EXPERIENCE REQUIREMENTS**

- Demonstrates experience in victim advocacy and/or law enforcement; experience in social work a plus.
- Ability to communicate effectively both orally and in writing in the English language.
- Ability to perform all required duties, both mentally and physically.
- Ability to work as a team member and maintain a working relationship with other workers.
- Ability to work independently and is self-supporting.

REVIEWED BY      Marvin T. Fete      *Title: Law Director*

APPROVED BY      Joel B. Day      *Title: Mayor*

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.