



HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ DALLAS, OREGON 97338-3174
(503) 623-1888 ★ FAX (503) 623-1889

★★★ RECRUITING ANNOUNCEMENT ★★★

Position: **Victim Advocate**
Department: Polk County District Attorney's Office
Status: Full Time (40 hours/week)
Salary: \$2,612 - \$3,305 (starting salary is typically at the lower end of the range)
plus excellent benefit plan
Application Deadline: **June 3, 2013 at 5:00 p.m.** (Postmarks not accepted)

Duties: Performs duties as an advocate for crime victims before, during and after court proceedings. Prepares victims for upcoming court hearings by informing them of the process and procedures. Keeps victims and witnesses apprised of their case status and progress. Accompanies victims to court hearings. Refers victims to appropriate community resources to help provide support and assistance. Responsible for the recruitment, training, and coordination of volunteer advocates. Works with victims to accumulate, compile and prepare financial loss amounts for court hearings and for post-conviction restitution collection. Assists with establishing strong restitution collection practices. Prepares statistical information for grant funding, fiscal monitoring and reporting. Collaborates with other agencies to represent the program to enhance and/or develop community resources to assist victims in the community. Makes presentations to community, civic groups and agencies on the program. Works with volunteers to serve the needs of the victims. Performs related duties as required.

Minimum Qualifications: Two years of academic course work from an accredited college or university in psychology, social work or a closely related field; and one year experience working as an advocate in a victim assistance program; work in a professional or paraprofessional capacity in the state court system; or any equivalent combination of experience, education and training.

Special Qualifications: Passing a criminal background check in accordance with law (ORS 181.533 et seq) is a requirement for employment in this position. May need possess and maintain a valid Oregon driver's license and automobile insurance, and have access to and use of a personal automobile as a condition of employment.

How To Apply: A Polk County employment application is required. Obtain application from www.co.polk.or.us, Courthouse, or Jobline at (503) 623-1888. Submit application to: Polk County Human Resources, 850 Main Street, Dallas, OR 97338, e-mail to HR@co.polk.or.us or fax to (503) 623-1889. To apply for Veterans' Hiring Preference, please complete the form available from our website or the Courthouse lobby.

**** Do not submit a résumé, reference letters, transcripts or certificates with your application. They will not be considered at the application stage. You may provide them at the interview, if you are selected to interview. You may include a cover letter, if desired.** Polk County will not process applications that are: not signed, illegible, delayed/lost in the mail, or incomplete as a result of e-mailing/faxing.

If you are not contacted to schedule an interview within three weeks after the closing date of this recruitment, you have not been selected to proceed to the interview process. Notification letters will not be sent.

Equal Opportunity Employer

Reasonable accommodations for applicants with disabilities will be provided upon request.