**State’s Attorney’s Victim Advocate, Caledonia County**

The Caledonia County State’s Attorney’s Office in St. Johnsbury, VT is seeking a self-motivated, organized and dependable person to fill a Victim Advocate position. This is a part-time position, 20 hours per week, Monday-Friday. The position is a paygrade 24 with a salary range of $28.16 to $44.04 hourly, and is eligible for State benefits. The successful incumbent must have the ability to travel within and/or to other counties for work-related duties, and for training required by the State’s Attorney or Department. Mileage reimbursement will be provided.

**Summary of Duties:** Advocacy, coordination and guidance of services for victims of crime. Work to reduce the adverse impacts of victimization, and to ensure fair treatment by the entities with whom a victim may interact (State’s Attorneys, law enforcement, courts, corrections, etc.). Apprises victims of their rights, and provides assistance and information to help victims navigate the criminal justice system. Helps explain restitution and compensation systems and refers to other services . Must be able to manage a high-volume caseload in a timely and effective manner. Required to provide timely information to victims about the status of their case, and assist and prepare victims for key events (e.g. depositions, arraignments, conferences, jury draw, court dates).

**Knowledge, Skills and Abilities:** Ability to explain legal procedures and determinations to victims. Ability to organize, prioritize and effectively manage a caseload under deadlines. Ability to work under pressure in an emotionally charged environment. Ability to interview and elicit key information, analyze problems and recommend solutions. Ability to maintain confidentiality of information in accordance with state and federal rules and law. Computer skills are required, and must perform data entry into the case management system. Ability to maintain self-composure under stressful situations. Must establish effective working relationships and respectfully interact with all co-workers, supervisors, partner and community organizations, victims, and members of the public. Must represent the State’s Attorney’s Office in a professional manner both on and off duty. Must have excellent interpersonal skills, and demonstrate empathy, emotional intelligence and maturity, particularly in dealing with victims of crime and other vulnerable populations.

**Environmental Factors:** Duties are generally performed in the office or courtroom. Travel is required for which private means of transportation must be available. Must be able to work under pressure and deal with victims in emotionally charged circumstances. May encounter hostile persons in the performance of this job. Some work duties will occur outside standard work hours.

**Minimum Qualifications:** Bachelor’s Degree. One year of work experience at or above a technical support level in counseling, social work, legal work, human services program delivery, criminal justice, paralegal work, or other related, relevant discipline.

Relevant work experience may be considered and substituted for the Bachelor’s degree on a 6-month for semester basis.

**\*\*DO NOT APPLY ONLINE\*\*** Interested applicants must send a brief cover letter, current resume including starting and end month and year for each job, education, and a list of three (3) work-related references with daytime phone numbers, to: Caledonia County State’s Attorney Jessica Zaleski, [jessica.zaleski@vermont.gov](mailto:jessica.zaleski@vermont.gov) and to Executive Assistant Ashley Perry, [sas.jobs@vermont.gov](mailto:sas.jobs@vermont.gov).

*The Vermont Department of State’s Attorneys and Sheriffs is committed to equal employment opportunity for all individuals, and to providing a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, protected veteran or disabled status, genetic information, or crime victim status.*