**Vacancy Announcement: State’s Attorney’s Victim Advocate, Franklin County, VT**

The Franklin County State’s Attorney’s Office in St. Albans, VT is seeking a self-motivated, organized and dependable person to fill a Victim Advocate position beginning late August 2025. This is a full-time position, 40 hours per week Monday-Friday, State paygrade 24, salary range of $28.16 to $44.04 hourly depending upon relevant experience as determined by the Department. The position is eligible for State benefits. Must have the ability to travel (generally within county and state) as required by the State’s Attorney or Department.

**Summary of Duties:** The Victim Advocate provides assistance, guidance and information to victims of crime to help them understand and navigate the criminal justice system, and work to reduce the adverse impact of victimization. Works to ensure fair treatment of the victim by the entities with whom the victim may interact (State’s Attorneys, law enforcement, courts, corrections, etc.). Must provide timely information to victims about the status of their case, and assist and prepare victims for key events such as depositions, arraignments, conferences, jury draw, trials, sentencing hearings. Explains support services and the restitution and compensation systems.

**Knowledge, Skills and Abilities:** Ability to explain legal procedures and determinations to victims. Must be able to manage a high-volume caseload in a timely and effective manner under deadlines. Ability to work under pressure in an emotionally charged environment. Ability to interview and elicit key information, analyze problems and recommend solutions. Must maintain confidentiality of information in accordance with state and federal rules and law. Computer skills are required, and must perform data entry into the SAS case management system. Must maintain self-composure under stressful situations. Must establish effective working relationships and respectfully interact with victims, co-workers and supervisors, state and federal colleagues, victim advocacy organizations, social service, educational, judicial and community supports, and with the public. Must represent the State’s Attorney’s Office in a professional manner at all times, 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 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, as solely determined by the Department.

Must be proficient in typing and in using Office 365. Must have excellent writing skills and verbal presentation skills. Must pass Vermont State Tax compliance, and may be required to pass a background check.

**\*\*DO NOT APPLY ONLINE\*\***

Interested applicants must send a brief cover letter; a current resume that summarizes duties and lists the starting and ending month and year for each job held; summary of education; and three (3) work-related references with person’s name, title, organization and town, current phone number, and if the person was your direct supervisor. Send all info by email to: Franklin County State’s Attorney Bram Kranichfeld, bram.kranichfeld@vermont.gov, Administrative Assistant Peggy Wimble peggy.wimble@vermont.gov and Executive Assistant Ashley Perry, 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.*