



# VICTIM/WITNESS PROGRAM ADMINISTRATOR

THIS ANNOUNCEMENT IS LIMITED TO THE FIRST 250  
RESUMES RECEIVED AND WILL CLOSE WITHOUT NOTICE, REGARDLESS  
IF THE CLOSING DATE HAS BEEN REACHED.

[Jobs@ClarkCountyDA.com](mailto:Jobs@ClarkCountyDA.com)

## SALARY RANGE

**Closing Date: September 19, 2018 @ 5:01 PM Pacific**

\$31.75 - \$49.22 Hourly

\$2,540.00 - \$3,937.60 Biweekly

\$5,503.33 - \$8,531.47 Monthly

\$66,040.00 - \$102,377.60 Annually

### **JOB SUMMARY:**

This is an exempt position which serves at the will of the Clark County District Attorney. The successful candidate reports directly to the District Attorney. This position also assists in the direction and management of the District Attorney's Victim Witness Unit. Plans, organizes and supervises the Victim/Witness assistance program; develops program guidelines to ensure compliance with legislative requirements and County policies.

### **CLASS CHARACTERISTICS:**

This is the full supervisory level class responsible for the Victim/Witness program services. The incumbent supervises programs designed to reduce trauma, provide crime compensation and assist participants in coping with the impact of being a victim of, or a witness, to a crime and also facilitates their appearance in court to provide testimony. The work also involves personally handling the more difficult or sensitive cases.

**MINIMUM REQUIREMENTS:**

**Education and Experience:** Equivalent to a Bachelor's Degree in Criminal Justice, Sociology, Psychology or a field related to the work AND four (4) years of full-time experience providing direct client services in a victim/witness or related judicial program, including one (1) year of full-time lead or supervisory experience.

**Working Conditions:** Work extended shifts or be called back in emergency situations.

**Licensing and Certification:** Must possess a valid Nevada Class C driver's license at time of appointment.

**Background Investigation:** Employment is contingent upon the results of a background investigation, which may include both a pre- and post-offer background check for positions within the District Attorney's Office.

**Pre-Employment Drug Testing:** Employment is contingent upon the results of a pre-employment drug test.

**Note:** A resume is required for this position. Applicants may be invited to the next step in the selection process based on specific criteria in their resume with experience preferred in the victim advocacy profession. Including, but not limited to: non-profit, for profit, and government / law enforcement agencies. To apply for this opportunity, please send your cover letter and resume to [Jobs@ClarkCountyDA.com](mailto:Jobs@ClarkCountyDA.com).

**EXAMPLES OF DUTIES:**

Plans, schedules, assigns and directs the work of Victim/Witness Program advocates; provides technical assistance to staff. Recommends selection of staff; trains staff in work procedures; administers discipline as required. Develops and distributes Victim/Witness educational and informational materials; develops and implements community awareness programs. Assists in the preparation of the budget for the unit; monitors varied expenditures. Develops and implements procedures and standards for Victim/Witness case handling and management; assists in the development of division goals and objectives. Works with a variety of community organizations and individuals to arrange and coordinate services, promote the program and solicit support; serves as a member of various councils and teams. Directs the maintenance of and maintains records and prepares a variety of periodic and special reports, in statistical or numerical form, regarding victim/witness program activities and operations. Reviews and evaluates legislation and regulations related to program activities; ensure County compliance with standards and guidelines. Represents the District Attorney's office in community meetings; serves as a member of various committees and boards. Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures. Confers with managers and staff in the District Attorney's Office and a variety of other County departments to coordinate work and resolve issues related to the victim/witness program. Performs the work of Victim/Witness Program advocates, including handling the more difficult situations. Uses standard office equipment, including a computer, in the course of the work; drives a County or personal motor vehicle to attend meetings and transport clients.

**PHYSICAL DEMANDS:**

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings and transport clients; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of:

Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline; laws, functions, regulations and processes related to the victim/witness program; functions, processes and terminology of the criminal justice system; computer applications related to the work; office administrative practices and procedures; business letter writing and the standard format for typed materials; techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained; principles and techniques of preparing effective written reports and informational or educational materials; basic budgetary practices and terminology.

Skill in:

Planning, organizing, supervising, reviewing and evaluating the work of others; supervising and instructing others in work procedures; developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner; interpreting, applying and explaining applicable complex laws, codes and regulations; preparing clear and concise reports, correspondence and other written materials; using initiative and independent judgment within general policy guidelines; dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained; dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

**Salary Schedule:** I31

**Class Code:** E02867

**Bargaining Unit:** Non Union