



## OFFICE OF THE BUTLER COUNTY PROSECUTOR

### **VICTIM ADVOCATE - FELONY DIVISION**

The Advocates of the Crime Victim Services Division provide emotional support and solid contact with the victim(s), along with directing victims and witnesses through the criminal justice system while keeping accurate records on their cases. These advocates act as a liaison between the prosecutor and the victims, helping to fulfill the needs of both.

#### **ESSENTIAL FUNCTIONS**

The duties of this position will include the following essential functions:

- Make contact with the victim(s) creating a positive, trusting relationship along with emotional support and stability, empowering and strengthening their resolve in the ongoing legal process.
- Provide an understanding of the criminal justice system and court notification; educating the victim(s) and witness(es) at every level of court proceedings while assisting them in filing forms and protective orders; and courtroom advocacy - accompanying victim(s) and/or witness(es) and their families to court.
- Assist victims with completion of a Victim Impact Statement and forward copies to the Judge and the Adult Probation Department.
- Assist victim(s) with restitution documentation when applicable.
- Continually update current case records and proceedings, as well as collecting and maintaining statistical data on victims served.
- Maintain inventory of victim literature and brochures in order to provide information about our services to the victims/witnesses, as well as distributing at local events as a means of educating the public.
- Assist victims with completion of Victims of Crime Compensation application, when applicable.
- Attend training seminars and meetings to continue education and improve victim services, as well as the coordination of victim services in Butler County.
- Fill role of Advocate in other courts when needed - accepting other tasks/duties assigned by the Prosecuting Attorney or Division Chief.
- While an advocate may work primarily within a particular division or operation of the office, each advocate is responsible for assisting and performing services within other divisions for any case as needed or requested.

## **REQUIRED SKILLS**

To perform the essential functions of this position, the employee should possess the following skills:

- Having a solid knowledge of the Butler County Common Pleas Court System is preferred.
- An ability to maintain an even temperament/pleasant working personality as well as a “Public Service” attitude and composure with victims, witnesses, assistant prosecutors, court staff and office employees, as well as neighboring victim service providers, social service agencies, and law enforcement.
- Must possess excellent communication skills, interpersonal skills and work well with others. Applicants for this position should be a self-starter with ability to multi-task and work as a team and/or independently.
- Strong organizational skills with an ability to listen, ascertain, and establish goals and objectives of the division.
- An ability to establish and maintain a workable record keeping system, and a solid knowledge of personal computers and word processing programs.

To perform the essential functions of this position, the employee will likely be required to travel for training and work overtime during trials.

Email cover letter and resume to [alderjm@butlercountyohio.org](mailto:alderjm@butlercountyohio.org) or mail to

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The office of the Butler County Prosecuting Attorney does not discriminate on the basis of race, color, sex, religion, national origin, age, or disability.