



NIAGARA COUNTY JOB POSTING

DATE POSTED: 4/22/2024

DEADLINE: 5/5/24

POSITION TITLE/ #: Crime Victims Advocate #3469

POSITION CLASS: Non-competitive

PAY RATE: \$22.80 - \$28.14/hour WEEKLY HOURS: 40

DEPARTMENT/DIVISION: Niagara County Sheriff's Office

WORK LOCATION: 5526 Niagara Street Ext., Lockport, New York 14094

POSTINGS FOR CURRENT EMPLOYEES:

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or civilservice@niagaracounty.com.

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Beth Dunn

ADDRESS: 5526 Niagara Street Ext., Lockport, NY 14094 or Beth.Dunn@niagaracounty.com

POSTINGS OPEN TO THE PUBLIC:

STATUS FOR PUBLIC CANDIDATES: Permanent

DESCRIPTION: For a complete job description and minimum requirements please visit:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

Under direct supervision, an employee in this class performs duties involving both initial and continuing direct, personal contact with victims and/or witnesses; trainings and development through individual and group conferences; and maintaining regular case files and statistical reports. The incumbent provides victims and/or witnesses with necessary information on court procedures, accompanies them throughout the entire court process, and provides referrals to appropriate community services as necessary. The incumbent establishes a successful working relationship with the victims and witnesses, police agencies, District Attorney's Office, court system, and service providers. Direct supervision is received from the Victim Services Coordinator. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in

Criminal Justice, Human Services, Psychology, Sociology or any behavioral science related to community services; OR

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Criminal Justice, Human Services, Psychology, Sociology or any behavioral science related to community services and two (2) years of experience in the delivery of health, social or community services; OR

3. Graduation from high school or possession of an equivalency diploma and four (4) years experience in the delivery of health, social or community services.

NOTE: Part-time or verifiable volunteer experience will be pro-rated toward meeting experience requirements.

SPECIAL REQUIREMENT: Successful completion of a background investigation to work at the Sheriff's Office.

Apply electronically at: <https://niagara-portal.mycivilservice.com/> or submit paper applications to: Niagara County Human Resources, 111 Main Street – Suite G2, Lockport, NY 14094

Applications, Job Specifications, Job Postings & Exam Announcements can be found here:
<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

Form Revised 4/4/2023