

PART-TIME ASSISTANT DIRECTOR

SMYTH COUNTY VICTIM WITNESS PROGRAM

JOB DESCRIPTION

The Smyth County Commonwealth Attorney's Office/Victim Witness Program is seeking candidates to fill the Part-Time Assistant Director's position for the Victim Witness Program. The Assistant will work with prosecuting attorneys to assist victims by explaining the criminal justice process, to encourage crime victims to cooperate with and participate in the criminal justice system. The Assistant will refer victims to appropriate services and provide support throughout the prosecution of the case. The Assistant will be responsible for updating and maintaining the Victim Witness Program Web Page, assist with the completion of quarterly progress reports, assist the Director in maintaining client and program records and assist in determining restitution.

The Assistant will be responsible for promoting program outreach within the community and with local agencies. The Assistant will provide written materials to victims and witnesses which explain how to obtain program's services and summarize victim and witness rights.

The successful candidate must be able to work well with others, be able to effectively communicate, both orally and in writing. A Bachelor's degree is preferred with major course work in social science, criminal justice or related field. Experience in the criminal justice system, crisis intervention or social services is preferred. Working knowledge of Microsoft Word/Excel.

The position is 22 hours/week. \$16,500/year.

Apply by resume and cover letter to Susan B. Williams, Smyth County Victim Witness Program, 109 West Main Street, Suite 2098, Marion, VA 24354.

APPLICATION DEADLINE: December 6, 2021 at 5:00 p.m.

Smyth County is an Equal Opportunity Employer.

