



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Victim/Witness Coordinator, C05, \$35,901 - \$37,710 (B.O.E)
+ FRINGE BENEFITS

DEPARTMENT: Office of the Sheriff

OPENING DATE: 08-23-17 **CLOSING DATE:** 09-13-17

MINIMUM QUALIFICATIONS:

Education: Associates degree;

Experience: Three years or more of experience.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Provides case preparation & data entry of Domestic Violence cases as well as assisting in providing services to victims and witnesses of crimes as assigned; performs other duties as assigned.

DUTIES:

- ◆ Tracks Domestic non-assault incidents;
- ◆ Tracks and performs Data entry for all Domestic Violence Cases;
- ◆ Maintains a database for all incoming Domestic Violence cases;
- ◆ Provides services to victims of domestic violence to include scheduling appointments;
- ◆ Assists in providing services to victims and witnesses of crimes as assigned;
- ◆ Monitors referrals of batterers to mental health service providers;
- ◆ Participates in local and state meetings and training;
- ◆ Provides case management services as requested;
- ◆ Assists with collaborative efforts to improve domestic violence awareness;
- ◆ Prepares and presents Domestic Assault Data during Compstat in the absence of the assigned Deputy Sheriff
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain working knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to effectively communicate with members of the public, including victims of and witnesses to crimes;
- ◆ Knowledge of victim rights laws and constitutional amendments;

- ◆ Knowledge of basic departmental procedures and ability to apply same to daily work problems;
- ◆ Knowledge of relevant local, state, and federal regulations, practices, and procedures;
- ◆ Ability to prepare and maintain accurate records;
- ◆ Basic math and language skills.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior.

COMPENSATION/BENEFITS:

Hiring Salary: \$35,901 - \$37,710 (B.O.E) annually

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

**TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED.
ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.**

Applications are available at: Governmental Center, Potomac Building
Third Floor, Dept. of Human Resources
23115 Leonard Hall Drive, Leonardtown, MD
Phone: 301-475-4200 Extension: *1100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: *1109
Email: smchr@stmarysmd.com Website: www.stmarysmd.com
Must press * before dialing the extension

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator:
amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110.

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAApplication.asp>

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.