

JOB ANNOUNCEMENT

Vernon County Prosecuting Attorney's Office

100 W. Cherry, Ste. 13, Nevada, MO 64772

417-667-4862

prosecutor@vernoncountymmo.org

Position Title: Victim Advocate/Criminal Clerk

Hours: Monday-Friday 8:30 a.m. to 4:30 p.m.

State and Federal Holidays are observed.

County Benefits are available such as annual leave (after the first year of employment), sick leave, retirement, health, vision and dental insurance and holidays.

Wages: Dependent upon experience—starting at: \$17.00/hour

This position is for a victim advocate and administrative clerk. Knowledge of basic computer programs is preferred. Excellent communication skills and the ability to multitask are a must. This position could require later days depending on the circumstances. There are grant-funded mandates that must be met as well. This position is the point of contact for victims of crime in Vernon County. Some hours can be flexible if needed and approved. Mandated training may be required. Off-site meetings are also a must and predominantly local.

Brief Victim Advocate Job Description:

To assist Victims of Crime in the Vernon County Prosecuting Attorney's Office in accordance with Missouri statutes, the Missouri Constitution and the Victim's Bill of Rights.

The position will require one on one work with victims of crime within Vernon County including, but not limited to, notifications, assistance in court, providing information on outside resources, assisting in application for Crime Victim's Compensation and other court-related victim's services as needed.

Training is required and provided.

Qualifications:

High School Diploma (or equivalent degree)

Office Equipment experience

Preferred prior experience with public relations

Professional Driver's License

Office proficient

Valid Driver's License

Professional communication skills

Please submit a resume by mail, e-mail, or in person.