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STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

5420 Kietzke Lane, Suite 202
Reno, Nevada 89511

*Unclassified Position Announcement
Open Competitive*

**VICTIM WITNESS ADVOCATE
ADMINISTRATION DIVISION**

POSITION TITLE: Victim Witness Advocate

GROSS SALARY: The salary range is:

\$74,374.56 – 82,434.00 – Employee/Employer Paid

\$63,704.88 – \$ 70,607.00 – Employer Paid

DUTY STATION AND HOUS: There are two positions, one will be filled in Reno and the other in Las Vegas. The hours will generally be Monday through Friday, 8:00 a.m. to 5:00 p.m., although early morning, evening, and weekend hours may be required. Statewide and out-of-state travel is required for trainings, multidisciplinary working groups, hearings, trial preparation, trials in both rural and urban areas of Nevada and accompanying investigators on interviews with witnesses.

POSITION STATUS: Exempt (FLSA); unclassified position entitled to standard State benefits; serves at the will of the Attorney General; Employment is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: This unclassified position works under general supervision of the Assistant Attorney General as a system-based advocate to serve as the primary contact for victims and witnesses of crimes. This position will carry a caseload of matters associated with multiple divisions within the Office of the Nevada Attorney General (OAG), including the Criminal Prosecution Unit, Investigations, Medicaid Fraud and Control Unit, Post-Conviction Division, and the Office of the Ombudsman for Domestic Violence and Sexual Assault.

EXAMPLES OF DUTIES: This position is responsible for coordinating case-specific multidisciplinary teams to benefit victims as defined by the statutes and the Nevada Constitution. This includes assisting victims/witnesses with various processes of the criminal justice system, such as arranging interviews with law enforcement and prosecutors, providing case status updates, completing forms, ensuring property return, and accompanying victims and witnesses to court as necessary for emotional support. This position will prepare correspondence, assessment reports, impact statements, case records

and reports, document and maintain accurate records. When requested, the Victim Witness Advocate will accompany sworn peace officers in the field to meet with victims and witnesses. An important aspect of this job will be to establish and foster multi-disciplinary teams of professionals by maintaining a network of community support for victims/witnesses. The OAG handles a variety of cases, ranging from consumer protection, financial fraud, abuse and neglect of vulnerable people, sex-trafficking, sexual assault, and murder. This position will meet with victims and witnesses in facilities operated by the Nevada Department of Corrections, care facilities, group homes and other entities designed to work with vulnerable populations.

QUALIFICATIONS

KNOWLEDGE OF: Legal terminology; Processes used in the criminal justice system; the Nevada State Victims of Crime Program; Principles of human behavior; Trauma-informed approaches to working with victims of crimes; Basic crisis intervention strategies; Restorative justice; Ethical responsibilities for cultural competencies; Basic techniques of trauma-informed interviewing and recording data; Available trauma-informed programs and resources; Microsoft Word, Excel, PowerPoint, and electronic case reporting system; principles of record keeping and other office systems and tools.

EDUCATION AND BACKGROUND: A bachelor's degree from an accredited college or university in social work, health, public safety, criminal justice, psychology, sociology, ethnic or disability studies, teaching or a closely related field AND three years of full-time experience working for a government agency or non-profit organization that provides direct services to people in crisis OR an equivalent combination of education and experience. Bilingual individuals are encouraged to apply.

SUPERVISION EXERCISED: May provide work coordination and direction for volunteer staff and social work interns.

SPECIAL REQUIREMENTS: Applicants must possess a valid state driver's license at the time of appointment and as a condition of continuing employment.

WORKING CONDITIONS: This position requires the requisite mobility to work in a typical office setting and to use standard office equipment., with a working knowledge of Excel, Word and typing skills sufficient for independent document production. This position requires travel to a variety of locations throughout Nevada and neighboring states. This position also requires vision capable of reading extensive printed materials and material on a standard size computer screen, and unimpaired hearing and speech sufficient to clearly and effectively communicate in person and telephonically from various venues and locations. Candidates must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations. On a case-by-case basis, the OAG may in its sole discretion offer a flexible work schedule and/or a hybrid of in-office and remote work.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

The benefits of this position include:

- Great working environment that promotes work and life balance
- Retirement medical insurance after vesting
- Paid vacation and sick leave
- Medical/dental/life insurance

Applications will be accepted on a first-come, first-served basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

Interested applicants should submit their cover letter, résumé, and a list of three Professional references to:

Office of the Attorney General
Attn: Mackenzie Hodges, Legal Office Manager
5420 Kietzke Lane, Suite 202 Reno, Nevada 89511
Email: mhodes@ag.nv.gov

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.