

The Lookout Mountain Judicial Circuit District Attorney's Office has an opening for a grant-funded circuit paid Victim Witness Advocate. All applicants are subject to a background check. Applicants selected for hire will be subject to fingerprinting, a criminal history background check, a motor vehicle driver's history check and pre-employment drug screening. This position is subject to employment verification using the Department of Homeland Security's E-Verify System. The Lookout Mountain Judicial Circuit District Attorney's Office is an equal employment opportunity employer and in compliance with the Americans with Disabilities Act, will provide reasonable accommodations to qualified individuals with disabilities.

A Victim/Witness Advocate should have, at a minimum, a high school diploma (or equivalent), possess good communication skills, and have some insight into the criminal justice system as well as a basic understanding of legal terminology.

The Victim/Witness Advocate shall provide direct services and support to victims of crime that occur within their designated county or counties of the Lookout Mountain Judicial Circuit and other counties as may be needed. The services and support provided to victims includes, but is not limited to: Criminal Justice Support and Advocacy, Crisis Counseling, Referral Services, Crime Victim's Compensation Assistance, Restitution Assistance, Notification Services and Court Accompaniment.

The Victim/Witness Advocate shall provide victims with information regarding their rights in relation to the judicial process. The Victim/Witness Coordinator serves as a liaison between the victim and the prosecuting attorney and as a resource to the victim and their family through the provision of counseling referrals and referrals for specialized services.

The Victim/Witness Advocate is responsible for maintaining current victim contact information and updating case files and the data tracking system in regard to this information.

The resident Victim/Witness Advocate serves as the District Attorney's designee on task forces and committees within their designated county. The Victim/Witness Advocate shall attend conferences and training in the field of victim services. The Victim/Witness Advocate shall assist in the recruitment, training and supervision of college interns and volunteers for the Victim/Witness Assistance Program.

Other duties may be required and assigned.

Resumes may be submitted by mail, fax or email to Amy Brown, Office Manager, P. O. Box 1025, LaFayette, GA 30728; Fax 706-638-4821; email: abrown@pacga.org.