

Chatham County Courthouse
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**OFFICE OF THE DISTRICT ATTORNEY
FOR THE EASTERN JUDICIAL CIRCUIT OF GEORGIA
DISTRICT ATTORNEY SHALENA COOK JONES**

JOB POSTING

POSITION: VICTIM ADVOCATE
DEPARTMENT: Office of the District Attorney
SALARY RANGE: \$45,575 - \$76,120
APPLY BY: Until Positions is Filled

The District Attorney's Office of the Eastern Judicial Circuit has openings for dynamic forward-thinking Grant Writer. Candidates who meet the minimum requirements are welcome to apply.

Job Summary: Under the direction of the District Attorney you are responsible for providing guidance, support, information, and crisis counseling to victims of crime. You will assist with updating information and providing notifications to crime victims. You will rely on your knowledge of crisis intervention principles and practices as you counsel victims and witnesses. Your knowledge of the criminal justice system and agencies is vital in providing available resources to assist victims. Stellar interpersonal, communication, collaboration, customer service skills, and work initiative are imperative as you work with community members and other Team Chatham employees. You must be able to exercise sound judgment and discretion and maintain confidentiality during emotionally stressful situations. Other duties may be assigned.

Minimum Qualifications: Bachelor's Degree in Criminal Justice, Social Work, Human Services, or a related field, and one (1) year of experience in victim advocacy or any equivalent combination of training, education, and experience. You must possess competent computer skills.

To Apply: Email your resume and cover letter to daoemploymentapp@chathamcounty.org

Note: The District Attorney's Office is an Equal Opportunity Employer. All applicants will be considered for employment regardless of race, color, religion, age, sex, sexual orientation, genetic information, gender identity, national origin, medical, veteran or disability status.