



LINN COUNTY DISTRICT ATTORNEY

County Courthouse, Fourth & Broadalbin Streets
Post Office Box 100, Albany, Oregon 97321
Telephone (541) 967-3836 • FAX (541) 928-3501

DOUG MARTEENY
District Attorney

CRIMINAL DEPUTIES
JONATHAN CROW
GEORGE EDER
ANI YARDUMIAN

JULIA BAKER
COLEEN E. CERDA
RYAN LUCKE
ALEX OLENICK
KEITH B. STEIN
HEIDI STERNHAGEN
RICHARD WIJERS
MICHAEL B. WYNHAUSEN

Victim Services
541-967-3805

JOB ANNOUNCEMENT

CLASSIFICATION TITLE OF THE JOB: Crime Victim Specialist

CLASSIFICATION NO.: 513 **RANGE:** 09 **STEP:** 1

ESSENTIAL FUNCTIONS OF THE JOB:

- Assists victims of crime within guidelines established by the District Attorney's Office. Work includes providing timely, knowledgeable, and supportive services to victims of crime.
- Initiate contact with victims, either by phone or in person. Explain services available, including an explanation of the criminal justice process, case information, referral services, crisis intervention, victim advocacy, and court accompaniment services, as appropriate.
- Coordinate efforts and share information with Deputy District Attorneys as well as with other Crime Victim Specialists, Legal Assistants and volunteers, in order to deliver justice and achieve the best possible outcomes for victims of crime.
- Foster effective working relationships with coworkers, law enforcement, other professionals, civic groups, court staff and the general public.
- Educate individuals and agencies regarding crime victim needs and rights.

QUALIFICATIONS:

- Bachelor's Degree in Social Work, Sociology, Psychology, or related field required; and/or any satisfactory equivalent combination of experience, education and training in the criminal justice system, social work or crisis intervention, that demonstrates the ability to perform the work described.
- Must be a person of the highest integrity and be willing to reside in Linn County.
- Must pass a criminal history background check, which includes fingerprinting as well as be able to pass a pre-employment drug screening test.
- Must be able to work with and respond appropriately to highly agitated and threatening people.
- Ability to manage and maintain sensitive and confidential information.
- Maintain regular and predictable work attendance.
- Bilingual Spanish/English candidates encouraged to apply.

COMPENSATION: \$2,725 – 3,414 per month plus excellent benefits.

HOURS: M-F, 8:30AM-5:00PM

CLOSING DATE: December 4th, 2013.

HOW TO APPLY: Submit a completed Linn County District Attorney's Office Employment Application form, along with a resumé and a cover letter, to Amy Lindberg, Crime Victim Program Coordinator, Linn County District Attorney's Office, P O Box 100, Albany, Oregon 97321; FAX (541) 928-3501.

Application forms may be obtained, at the Linn County Web page, <http://www.co.linn.or.us>. Application forms may also be obtained at the Oregon Employment Division.

**LINN COUNTY IS AN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**