



LINN COUNTY DISTRICT ATTORNEY
Invites applications for the position of:

Crime Victim Specialist

SALARY: \$3,539 - \$4,435 Monthly (\$42,468 - \$53,220) (Excellent Benefits: including health, dental, retirement.)

OPENING DATE: 05/16/2023

CLOSING DATE: 06/02/2023

CLASSIFICATION TITLE: Crime Victim Specialist

CLASSIFICATION NUMBER: 513

CLASSIFICATION CATEOGRY: Management–Exempt; Non-Union; Full Time (37.5 hours/week).

RESPONSIBILITIES:

- Do you envision yourself in a role that allows you to solve problems in a fast-paced law office environment?
- Do you have an interest in being a vital member of a team that works to obtain justice for victims of a wide range of crimes including, homicide, assaults, child abuse, theft, etc.
- Do you have a personal commitment to putting ethics into action by holding yourself to the highest standards of professionalism, honesty and principles?
- Do you wish to support crime victims by explaining services available and the criminal justice process?
- Provide case information, referral services, crisis intervention, victim advocacy, and court accompaniment services, as appropriate.
- Enhance attorney effectiveness by providing information-management support, anticipating needs, and working toward a common goal.
- Responsible for communicating between the District Attorney's Office and crime victims.
- Respond to daily urgent requests in a timely manner to support Deputy District Attorneys.
- Ability to work well under pressure, utilize strong organizational and prioritization skills, balance work assignments, and have high attention to detail.
- Ability to handle a wide range of situations and circumstances effectively, positively, and professionally and to maintain composure in difficult, stressful and quickly emerging situations.
- Ability to make decisions and solve problems independently, while engaging cross-functionally or with other peers as needed.

QUALIFICATIONS:

- Bachelor's Degree in Social Work, Sociology, Psychology, Criminal Justice 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.
- 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.

WORK LOCATION:

Located in downtown Albany, Oregon, the Linn County District Attorney's Office is situated in the Willamette Valley midway between the Cascade Mountain Range and the Pacific Coast, and within an hour's drive to the Eugene, Corvallis, Salem, and Portland Metro areas.

The District Attorney's Office and local law enforcement have long held the support from the citizens of Linn County as demonstrated by their consistent approval of funding measures over the past thirty years.

HOURS: Monday - Friday 8:30AM-5:00PM

HOW TO APPLY: Submit a completed Linn County District Attorney's Office Employment Application, along with a resumé and a cover letter to:

Amy Guyer
Executive Assistant
Linn County District Attorney's Office
PO Box 100
Albany, OR 97321
FAX (541) 928-3501

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