



Office of the Prosecuting Attorney
33rd Judicial Circuit
Noble County, Indiana

James B. Mowery, Prosecuting Attorney

EMPLOYMENT OPPORTUNITY
Applications accepted now.

POSITION: Victims' Advocate
DEPARTMENT: Prosecuting Attorney's Office
STATUS: Full Time; Non-Exempt
COMPENSATION: annual salary ranges from \$46,600 to \$52,300
Commensurate with Education and Experience;
AVAILABLE: Immediately

The Noble County Prosecuting Attorney's Office seeks to hire a Victims' Advocate. This full-time employee will be responsible for advocating for crime victims' rights and providing information and support services to victims during the legal process as well as community outreach and education regarding victim related crime.

DUTIES:

1. Reviews cases involving crime victims, prepares case files, and assists victims with legal process and Court procedures.
2. Informs crime victims of their rights as entitled by the State of Indiana, explains criminal justice system, obtains medical records of victims, photographs victims as appropriate, answers questions, reviews case status, and recommends appropriate support services..
3. Maintains current addresses of victims, updating addresses as victims relocate.
4. Familiarizes victims with Indiana's Violent Crime Fund and assists victims with completing victim compensation forms and filing protective/no contact orders.
5. Maintains written, telephone, virtual and in-person communication with crime victims throughout the legal/court process, discussing options, providing notices of impending Court dates, providing updates on case status, and providing notices of possible plea negotiations.
6. Prepares victims and witnesses for trial and depositions, including providing witness orientation, obtaining interpreters and/or translators as needed, and accompanying victims to criminal hearings or representing victims at criminal hearings.

7. Assists victims in obtaining needed services and assistance, including making referrals to health, financial, and/or community service agencies, and providing or arranging transportation.
8. Communicates with a wide variety of personnel and officials from law enforcement and related County agencies, social services, schools, and other organizations to assist victims, make referrals, and coordinate services and protection/assistance procedures.
9. Serves on various teams, such as Noble County Domestic Violence Task Force, Community Transition Program, and Child Protection Team, Sexual Assault Response Team; to include attending meetings, planning and organizing events, and reviewing cases.
10. Occasionally provides testimony in legal proceedings/court.
11. Occasionally works extended, and/or evening hours and weekends, responds to emergencies on a 24 hour basis, and travels out of town for meetings/conferences sometimes overnight.
12. Performs related duties as assigned.

JOB REQUIREMENTS:

High school diploma or GED, or Associate's degree accepted with appropriate experience; Bachelor's or Master's Degree in a related field preferred. Salary will be adjusted as appropriate.

Other basic office and administrative skills are required and a full description is available upon request.

All who are interested are encouraged to apply as soon as possible. The start-date for the position is negotiable, but may be as soon as to be April 21, 2025.

Please send resume and letter of interest to: prosecutor@nobleco.gov

Inquiries regarding this opportunity may also be addressed to the above email.

Noble County is an equal opportunity employer.