



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

**** Position to be filled on or after October 1, 2022.**

JOB POSTING #: 22-048 POSTING DATE*: FROM: September 6, 2022 TO: September 23, 2022

JOB TITLE: Victim Assistance Officer (Pending)

RATE OF PAY: 2022 starting Rate: \$28.97 /hr

LOCATION: Ontario County District Attorney

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

County Values: All employees of Ontario County are expected to uphold and exhibit the County’s shared values and behaviors to achieve the County’s Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Master’s Degree, or higher, in social work, education, administration, law, sociology, psychology, criminology or a related field; OR
2. Possession of a Bachelor’s Degree with at least 30 credit hours in social or behavioral science AND two (2) years of full-time paid experience, or its part-time equivalent, providing counseling or casework in a recognized agency adhering to accepted standards in victim advocacy, probation, parole, social services, psychology or social work, or related field; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator’s license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPLICATION DEADLINE / LAST FILING DATE*: September 23, 2022

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

VICTIM ASSISTANCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a public contact position involving the responsibility for planning and organizing the Victim/Witness Assistance Program. The duties require the application of modern social work techniques in making evaluations of adult and child crime victims and in assisting persons involved in the criminal justice system. Interviews victims and witnesses of crime to determine the kind of assistance needed and provides follow-up and referral service. Work is performed under the general supervision of the Victim Assistance Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Obtains and analyzes social and legal data for the preparation of case files and program reports;
 Acts as a liaison with all segments of the health, mental health, social services, criminal justice, transportation, and educational systems that may interface with victims' and witnesses' needs;
 Prepares Office of Victims Services compensation claims;
 Prepares monthly and quarterly statistical reports for funding;
 Works directly with all Assistant District Attorneys to assess victims' and witnesses' needs and makes appropriate referrals;
 Counsels' victims and witnesses as to the workings of the criminal justice system;
 Helps to maintain a variety of records utilized by the Victim/Witness Office;
 Assists Coordinator on felony matters when necessary;
 Attends court when appropriate.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Basic knowledge of social sciences, including sociology, psychology and economics; basic knowledge of social service programs and other community resources; basic knowledge of laws pertaining to victim advocacy and functions and procedures of family and criminal courts; basic knowledge of factors related to crime and delinquency; good judgment in dealing with people; ability to understand, interpret and prepare written materials.

QUALIFICATIONS:

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SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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VICTIM ASSISTANCE OFFICER

MINIMUM QUALIFICATIONS: (Continued)

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APPROVED: SEPTEMBER 20, 2001

REVISED: 8/6/14; 8/8/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE