

ONEIDA COUNTY NOTICE OF VACANCY

DEPARTMENT: District Attorney
TITLE: Victim/Witness Coordinator
SALARY (GRADE): \$41,427 (24W) Plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative class responsible for ensuring that the District Attorney's Office has all witnesses, evidence and/or information needed during the proceedings. It is also the responsibility of the coordinator to assist victims of crime in whatever way possible, within the legal limits of the law. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Bachelor's Degree in police justice, criminal justice, social services, human services, pre-law or a closely related field; **OR**
- (B) Possession of Associate's Degree in police justice, criminal justice, social services, human services, pre-law or a closely related field **AND** two (2) years of experience in investigation or law enforcement; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience in investigation or law enforcement.

NOTES:

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
- 2. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.
- 3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: March 24, 2023

****Oneida County is an equal opportunity employer****

02/24/2023