

DELAWARE DEPARTMENT OF JUSTICE

Opening Date: September 15, 2016

Closing Date: September 23, 2016

VICTIM SERVICE SPECIALIST **Criminal Division, Sussex County**

Job Responsibilities and Duties: The Victim Service Specialist (“VSS”) is responsible for notifying victims of case status, court dates, general court procedures, sentencing orders and victim’s rights through the automated letter system. When necessary, the VSS is asked to support the Social Workers and Deputy Attorneys General to accompany victims to court.

Duties include: Making and receiving victim phone calls, interviewing victims, gathering data, court accompaniment, maintaining records, completing forms, preparing required reports, assessing victim needs and providing victim referrals as needed.

Minimum Qualifications: Associate’s Degree in human services related field AND one year of human services experience OR a Bachelor’s Degree in human services related field. Working knowledge of Word, Excel, and how to create and maintain spreadsheets/databases. DELJIS/CJIS trained recommended but not required. Excellent multi-tasking skills required.

Internal applicants should submit an updated Resume or summary of work experience to the Director of Human Resources.

External applicants should submit a Resume and a State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, or Email to DOJHR@state.de.us, or Fax to: 302-577-5866. EOE.