

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: January 9, 2019**

**Closing Date: January 18, 2019**

**VICTIM SERVICE SPECIALIST  
Criminal Division, Kent 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 Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.**

**External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>**

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: [DOJHR@state.de.us](mailto:DOJHR@state.de.us) OR Fax to: 302-577-5866. EOE.**

