

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: December 1, 2022

Closing Date: Until Filled

Victim Service Specialist

**Criminal Division
Sussex County**

Job Responsibilities and Duties: This Victim Service Specialist (“VSS”) will be assigned to the Criminal Division within the Sussex County offices and will assist Deputy Attorneys General, working directly with victims whose cases fall under the jurisdiction of the Superior Court, Family Court, or the Court of Common Pleas. This VSS will provide assistance to the victims of crime and to their families. Specific duties will focus on working with prosecutors and victims to complete requests for restitution, but may also include notifying victims and witnesses of the criminal case status, court dates and results of hearings; interviewing victims/witnesses to ascertain case facts and identifying individual needs; assisting with the prosecution of cases by educating the victims/witnesses about the criminal justice process and preparing them for trial; and making referrals through the use of community resources. This VSS is also responsible for staying engaged with victims and witnesses to ensure they will be present for required court appearances and may accompany the witnesses and victims to hearings and trials.

Minimum Qualifications:

JOB REQUIREMENTS FOR Victim Service Specialist I

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Two years of employment with the Department of Justice with demonstrated transferable skill set and ability.

OR

1. Possession of an Associate’s degree in a Behavioral or Social Science field.

OR

1. Possession of a Bachelor’s degree in a non-Behavioral or Social Science related field.

OR

1. One year of experience in a Behavioral or Social Science related field.
2. One year of experience applying laws, rules, regulations, standards, policies and procedures.
3. Knowledge of human services work such as making referrals to community resources for counseling, medical care, legal assistance, emergency funding, and/or other applicable resources.
4. Six months’ experience in record keeping.
5. Six months’ experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

JOB REQUIREMENTS for Victim Service Specialist II

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Three years of employment with the Department of Justice with demonstrated transferable skill set and ability.

OR

1. Possession of an Associate's degree in a Behavioral or Social Science related field.
2. Two years' experience in a Behavioral or Social Science related field.

OR

1. Possession of a Bachelor's degree in a Behavioral or Social Science related field.

OR

1. Three years' experience in a Behavioral or Social Science related field.
2. Three years' experience in applying laws, rules, regulations, standards, policies and procedures.
3. Three years' experience in human services work such as making referrals to community resources for counseling, medical care, legal assistance, emergency funding, and/or other applicable resources.
4. Two years' experience in record keeping.
5. Two years' experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

JOB REQUIREMENTS for Victim Service Specialist III

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Five years' experience with the Department of Justice. with demonstrated transferable skill set and ability.

OR

1. Possession of an Associate's degree in a Behavioral or Social Science related field.
2. Four years' experience in a Behavioral or Social Science related field.

OR

1. Possession of a Bachelor's degree in a Behavioral or Social Science related field.
2. Two years' experience in a Behavioral or Social Science related field.

OR

1. Six years' experience in a Behavioral or Social Science related field.
2. Six years' experience in applying laws, rules, regulations, standards, policies and procedures.

3. Six years' experience in human services work such as making referrals to community resources for counseling, medical care, legal assistance, emergency funding, and/or other applicable resources.
4. Five years' experience in record keeping.
5. Five years' experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

JOB REQUIREMENTS for Victim Service Specialist IV

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associate's degree in a Behavioral or Social Science related field.
2. Six years' experience in a Behavioral or Social Science related field.

OR

1. Possession of a Bachelor's degree in a Behavioral or Social Science or related field.
2. Four years' experience in a Behavioral or Social Science related field.

OR

1. Eight years' experience in a Behavioral or Social Science related field.
2. Eight years' experience in applying laws, rules, regulations, standards, policies and procedures.
3. Eight years' experience in human services work such as making referrals to community resources for counseling, medical care, legal assistance, emergency funding, and/or other applicable resources.
4. Seven years' experience in record keeping.
5. Seven years' experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

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, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.