



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **CRIME VICTIMS SPECIALIST (Provisional* Appointment)**

SALARY: \$48,271 - \$60,019 annually

LOCATION: Monroe County Sheriff's Office

JOB SUMMARY:

This position is responsible for serving victims of crime of all ages and types of crimes and their family members. Duties begin with assisting victims at the scene of a crime, and through the criminal justice/court systems to disposition and post-release supervision of the defendant. Duties include providing crisis intervention and delivering effective and innovative services while acting in partnership with judicial and law enforcement and community based agencies. Local travel is involved as the duties also include meeting with victims at various locations such as their homes, hospitals, shelters, and police stations. Work is performed independently and the employee remains available for long-term survivor support. The employee reports directly to, and works under the general supervision of sworn staff such as a Deputy Sheriff Patrol Captain or other higher-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, PLUS,

- (A) A Bachelor's degree in a behavioral science or social science field plus three (3) years paid full-time or its part-time equivalent professional** experience dealing with crime victims in either a victim assistance agency or community service agency, OR in a human services or law enforcement setting; OR,
- (B) An Associate's degree in a behavioral science or social science field plus five (5) years paid full-time or its part-time equivalent professional** experience as defined in (A) above; OR,
- (C) Seven (7) years paid full-time or its part-time equivalent paid professional** experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience defined by the limits of (A), (B), and (C) above.

**Professional experience does not include clerical or secretarial work.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: February 24, 2021

Posting Deadline: March 9, 2021

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.