Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: VICTIM WITNESS ADVOCATE
(Provisional* Appointment)

SALARY: $48,010 – $63,587 annually

LOCATION: Monroe County District Attorney's Office

HOURS: Monday-Friday 8:00 – 5:00 pm

JOB SUMMARY:
This position is responsible for providing a variety of support services to crime victims and witnesses to assist them in coping and cooperating with the criminal justice system. Examples of services are transportation and lodging, counseling and referral, and advice on rights and responsibilities.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Graduation with a Bachelor's degree, plus one (1) year paid full-time or it's part-time equivalent professional** experience in human services, law enforcement, higher education, community engagement, or not-for-profit setting dealing with victims and witnesses of crime or trauma, crime reporting, or antiviolence programming; OR,

(B) Graduation with an Associate's degree, plus two (2) years paid full-time or its part-time equivalent professional** experience as defined in (A) above; OR,

(C) Three (3) years paid full-time or its part-time equivalent professional* experience as defined in (A) above; OR,

(D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

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

SPECIAL REQUIREMENTS:
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

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

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

SPECIAL REQUIREMENTS:
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.

ADDITIONAL INFORMATION:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
There is no residency requirement for this position. Preference may be given to Monroe County residents.

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: November 17, 2026

Posting Deadline: Until Filled

*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.

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