

PART-TIME VICTIM ADVOCATE-- The Mason County Prosecutor's Office is seeking a part-time victim advocate. Duties include, but are not limited to:

- Processing and mailing victim notification letters pursuant to the Crime Victim Rights Act, including Victim Impact Statements;
- Maintaining other Crime Victim Rights correspondence (such as victim-related phone calls and mailings) as necessary and indicated by the Prosecutor. This includes victim-related communication with other agencies, such as law enforcement, counseling agencies, courts, probation/parole department, MDOC, and the health department;
- Maintaining cases involving crime victims and managing crime victim cases as assigned by the Prosecutor, including documentation of restitution and/or victim contact(s);
- Referring services to victims, including providing information regarding crime prevention, the criminal justice system and processes;
- Preparing and distributing reports and grant paperwork as required by the State of Michigan and as directed by the Prosecutor.
- Preparing victims for court, including courtroom tours;
- Accompanying victims at their request to all court proceedings to provide information, support, and explanation of events;
- Arranging and attending meetings between victims and prosecuting attorneys;
- Assisting victims with information needed to request proper restitution;

Prior legal experience preferred, but will consider comparable work experience. Must possess excellent written and oral communication skills, the ability to work with diverse populations, individuals and law enforcement agencies.

This is a part-time position that is funded through the Crime Victims' Rights Grant. Applicant must comply with requirements of grant to receive continued funding for position. Starting rate is **\$17.80/hour**. Send application letter with resume and references to Mason County Prosecutor's Office, 304 E. Ludington Ave., Ludington, MI 49431 or email to prosecutor@masoncounty.net.

Deadline: **Tuesday, April 04, 2023**. Mason County is an Equal Opportunity Employer.