



BROWN COUNTY

25 Market St.
Aberdeen, SD 57401

COMMISSION/HR
(605) 626-7115
FAX (605) 626-4010
www.brown.sd.us

FULL TIME POSITION

JOB DESCRIPTION – STATE’S ATTORNEY VICTIM SPECIALIST POSITION

POSITION TITLE: **VICTIMS SPECIALIST**

DEPARTMENT: State’s Attorney Office - consisting of the State’s Attorney, Chief Deputy State’s Attorney, Three Deputy Attorney’s, One Chief Office Deputy and Three Legal Secretaries which are all full-time positions; One Grant funded Part-time Victim Specialist.

GENERAL DEFINITION OF WORK:

- Successful applicant must have basic knowledge of modern social work theory and practice.
- Requires excellent organization, oral and written communication skills, attention to detail, and the ability to work with minimum direction as well as the ability to work as part of a team.
- Ensures adherence to local, state and federal statutes.
- Perform other duties as assigned, including notifying supervisor of concerns.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- May also assist in preparing of grant application and supplemental reports and maintain statistical data necessary for quarterly reporting.
- Ability to apply common sense understanding and to carry out instructions furnished in written and oral form.
- Ability to deal with problems.
- Ability to understand changing legislation and apply it to the workplace.
- Ability to detect errors, and make corrections as appropriate.
- Ability to read, analyze and interpret legal documents, professional correspondence, technical procedures, and government regulations.
- Ability to use a computer, facsimile, copier, scanner, telephone and any other office equipment.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment solves problems, make effective decisions, and act with integrity.
- Ability to accurately organize and maintain proper documents and electronic files.
- Ability to use County resources effectively and efficiently.
- Ability to handle conflicts or complaints from the public.

- Able to operate various software programs on the computer including advanced spreadsheet development and word processing.
- Self-starter, has problem solving skills and can deal with multiple tasks simultaneously.

MINIMUM QUALIFICATIONS:

Bachelor's degree; Social work or related field. No experience required, however preference will be given for experience in field related to position.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one settings and small group situations. Ability to effectively present information and respond to questions from employees, other county offices and the general public.

Ability to perform basic mathematical functions.

Ability to possess or be able to obtain a valid SD driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

PHYSICAL REQUIREMENTS:

- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling
- Grasping: Applying pressure to an object with the fingers and palm
- Vision: Close and distance vision
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Perceiving the nature of sounds without major correction.
- Repetitive motions: Substantial movements (motions) of the wrists, hands and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting.
- Light Work: Exerts up to 25 pounds of force occasionally, and/or up to 10 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work.

BROWN COUNTY STATE'S ATTORNEY VICTIM SPECIALIST POSITION

Brown County is seeking a responsible individual for the Full-time position of State's Attorney Victim Specialist. Job description and minimum qualifications for appointment can be found at www.brown.sd.us or at the Human Resources Office. Salary is \$21.00 - \$25.00 per hour DOE. Interested individuals are encouraged to apply by submitting a resume and cover letter or County application (available upon request) by 5:00 p.m., November 28, 2016 to Commission Asst./HR Office, 25 Market St., Aberdeen, South Dakota, 57401, (phone (605)-626-7115, fax (605) 626-4010, email Gary.Vetter@browncounty.sd.gov

Background Check will be required.

Brown County is an Equal Employment Opportunity Employer.