



Crime Victim Services Assistant

The Position

Schenectady County is currently recruiting for a **Crime Victims Services Assistant***. This is a public contact position in the District Attorney's office and involves assisting in interviewing victims of crime to determine the kinds of assistance needed. The incumbent also assists in the transmitting of all required notifications under law, and assists with follow up and referral services. Knowledge of court procedures, the rights of victims, strong counseling and interviewing skills as well as the ability to establish and maintain effective working relationships with diverse individuals and groups is preferred.

***PLEASE NOTE: This position is part of the NYS HELPS Program and an exam may not be Required.**

Qualifications

Candidates must possess the following minimum qualifications to be considered:

- A. Possession of an Associate's degree* in Psychology, Social Work, Criminal Justice, Paralegal Studies, or Human Services; OR
- B. Graduation from High School or possession of a high school equivalency diploma and three (3) years of experience in victim advocacy or in advocacy in the field of human services; OR
- C. An equivalent combination of training and experience as defined by the limits of (B) above

Special Requirement at Time of Appointment:

- Possession of a valid New York State Driver's license and maintenance of such license throughout the tenure of employment in the position.

NOTE: Appropriate volunteer/part-time experience, which can be verified, will be accepted on a pro-rated basis for up to one year of the required experience.

Salary

Salary for this position is \$47,971/year (CSEA Grade 10)

How to Apply

Apply online at mycivilservice.schenectadycounty.com.



Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis

Schenectady County offers exceptional benefits

Health Benefits

- Medical, Dental & Vision
- Prescription Drug
- Flexible Spending Accounts

Retirement and Savings Plans

- NYS Pension System
- 457(b) Deferred Compensation
- 529 College Saving Plan

Additional Benefits

- Paid Holidays
- Vacation, Personal, Bereavement, and Sick Leave
- Paid Family Leave for Bonding with Child
- Free Tuition at SUNY Schenectady and other Tuition Assistance
- Gym Reimbursement
- Free CDTA Bus Pass
- Employee Assistance Program

About Schenectady County

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Strong County leadership has helped foster cooperation among the various levels of government to reduce waste and eliminate duplication. Through intergovernmental cooperation, the County and our communities have saved hundreds of thousands of dollars and leveraged our combined resources and talents to secure additional federal and state funds to expand upon this highly successful endeavor.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:

www.SchenectadyCountyNY.gov



Schenectady County Human Resources

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