



OFFICE OF THE DISTRICT ATTORNEY
JUDICIAL CENTER
359 E. Center Street Suite 1101
MEADVILLE, PENNSYLVANIA 16335-2696
(814) 333-7455 Fax: (814) 336-4225

June 23, 2022

Notice of Job Vacancy

Office: Crawford County Office of District Attorney

Position: Asst. Victim/Witness Coordinator

Full-Time 35 hours per week

This position is in the "Court Related" bargaining unit of SEIU 668

Rate of pay pursuant to contract for a new hire in 2022 is: \$15.38 per hour plus benefits.

Essential Duties: Acts as a liaison between victims of crime and the criminal justice system. Responsible for providing early outreach to victims of crime and providing continued information to victims regarding the case. Keeping accurate records pertaining to victims and the services provided. Preparation of fiscal reports and grant applications for submission to the Pennsylvania Commission on Crime and Delinquency. Coordinating the appearance of victims and witnesses for court hearings and trials.

Qualifications: Education/Training: High school diploma required and an Associate or Bachelor degree in criminology, sociology or other related discipline preferred. Must have strong computer skills with a working knowledge of Microsoft Word, Excel and PowerPoint. Must have strong interpersonal communication skills.

Work Experience: One to two years working experience in a professional office preferred.

Please send resumes and/or county job applications to:

Crawford County Office of District Attorney

359 E. Center St. Suite 1101

Meadville, PA 16335

Please include references

The deadline for submission is Friday, July 29, 2022.

All qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, age, sex, sexual orientation or non-job related disability.