



Our Future Starts
With *you!*

POSITION: Crime Victim Caseworker (HELPS)

DEPARTMENT: Albany County Office of the District Attorney

SALARY: \$50,000—\$60,000

WORK LOCATION: 6 Lodge Street, Albany, NY 12207

HOURS: 8:30AM to 4:30PM

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

RESPONSIBILITIES:

Provides advocacy for victims of crime throughout Albany County and city courts to the District Attorney's Office. Assists crime victims and their family members with the completion of compensation claim applications and evaluates each case to determine other forms of assistance required. Caseworker intakes crime victims to document incident information and determine appropriate referrals and services to provide. Work is performed under the general supervision of the Supervising Crime Victims Caseworker. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least a Bachelor's Degree in Criminal Justice, Human Services, Psychology, Sociology or a closely related field; OR,
- B. Graduation from an accredited college or university with an Associate's Degree in Criminal Justice, Human Services, Psychology, Sociology or a closely related field and two (2) years of advocacy experience.

SPECIAL REQUIREMENTS:

- Possession of a valid New York State driver's license at the time of appointment and throughout employment;
- Successful clearance of the required Suitability Determination (Background investigation is conducted by the appointing authority.)

A resume is required for this application.

POINT OF CONTACT FOR INQUIRIES:

Jennifer Aguila, Chief of Staff

jennifer.aguila@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

