

**Job Announcement -  
Posting March 25, 2019**

**AGENCY:** Clarion County District Attorney's Office

**TITLE:** Juvenile Victim/Witness Coordinator/ District Attorney Secretary

**Brief Description of Duties**

This employee is responsible for the delivery of a broad array of services to victims and witnesses of juvenile crimes as well as provide assistance with grant writing for the position. This employee will work closely with juvenile probation and members of agencies to provide services to victims of juvenile crimes. This employee will create and organize files for the District Attorney/Assistant District Attorney to prepare for juvenile court proceedings. This employee will also serve as secretary to organize, assess, and communicate with police agencies regarding child abuse allegations. This employee will work closely with Children and Youth Services Agency to assure timely review and completion of child abuse reports.

**Required Skills/Abilities**

Knowledge of Criminal and Juvenile Justice Process, Basic Principles of Victim Assistance, Human Services Systems, Working Knowledge of Victim Bill of Rights, Strong Excel Skills, Strong Organization Skills, Strong Communication Skills

**Minimum Education/Experience**

High School Diploma; Must be able to pass Criminal History/Background Checks; Salary and Benefits commensurate with experience

**Position Details**

Full-time, 35 hours non-exempt

Salary consists of wage:

\$12.55 – 21 hours per week

\$17.03 – 14 hours per week

Please send application, resume, cover letter, and references to:

Mark T. Aaron,  
District Attorney of Clarion County  
Attn: Renee Wingard  
502 Liberty Street  
Clarion, PA 16214

Inquiries may be directed to: [rwingard@co.clarion.pa.us](mailto:rwingard@co.clarion.pa.us)

**Deadline for Applying – April 12, 2019**

**Applications can be found at the Clarion County website**

**[www.co.clarion.pa.us](http://www.co.clarion.pa.us) or in person at the Human Resource Office.**