

VICTIM ADVOCATE  
CHILD/SEXUAL ASSAULT DIVISION

The Advocates of the Felony Victim Witness Division report directly to the Prosecuting Attorney. Advocates within the office provide community resources, emotional support and solid contact with the victim(s) along with directing victims and witnesses through the criminal justice system while keeping accurate records on their cases. These Advocates act as a liaison between the prosecutor and the victims, helping to fulfill the needs of both. These advocates render assistance throughout the different divisions of the office from the criminal division, child assault task force division and anywhere else, as needed. This victim advocate will work closely with the Child/Sexual Assault Division, and, in addition to the above-listed duties, will work with the Butler County Child Assault Task Force and Butler County Sexual Assault Response Team, assisting in case management for those entities. The duties of this position will include the following essential functions:

**ESSENTIAL FUNCTIONS:**

- Make contact with the victim(s) creating a positive trusting relationship along with emotional support and stability, strengthening their resolve in the ongoing legal process.
- Have a solid knowledge of the Common Pleas Court System.
- Provide an understanding of the criminal justice system, educating the victim(s) and witness(es) at every level of court proceedings while assisting them in filing forms, protective orders and courtroom advocacy - accompanying victims and/or witnesses and their families to court for scheduled appearances when requested.
- Assist victims with completion of Victim Impact Statement and forward copies to the Judge and the Adult Probation Department.
- Continually update current case records and proceedings, as well as collecting and maintaining statistical data on victims served.
- Maintain inventory of victim literature and brochures in order to provide information about our services to the victims/witnesses, as well as distributing at local events as a means of educating the public.
- Assist victims with completion of Victims of Crime Compensation application.
- Attend training seminars and meetings.
- Fill role of Advocate in other courts when needed, as well as accepting other tasks/duties assigned by the Prosecuting Attorney or Division Chief.

- While an advocate may work primarily within a particular division or operation of the office, each advocate is responsible for assisting and performing services within other divisions for any case as needed or requested.
- Work with all members of the Child Assault Task Force and Sexual Assault Response Team including, but not limited to, area law enforcement, Sexual Assault Nurse Examiners, and independent victim advocates.

**REQUIRED SKILLS:**

To perform the essential functions of this position, the employee must possess the following skills:

- An ability to maintain an even temperament/pleasant working personality as well as a “Public Service” attitude and composure with victims, witnesses, assistant prosecutors, court staff and office employees, as well as neighboring social service agencies and law enforcement.
- Must possess excellent communication skills, interpersonal skills and work well with others, as well as being a self starter with an ability to work independently.
- Strong organizational skills with an ability to listen, ascertain, and establish goals and objectives of the division.
- An ability to establish and maintain a workable record keeping system, and a thorough working knowledge of personal computers and word processing programs.

Send cover letter and resume to [phippssk@butlercountyohio.org](mailto:phippssk@butlercountyohio.org) or mail to

Butler County Prosecutor’s Office  
315 High Street  
Hamilton, OH 45011