

Victim Witness Advocate District Attorney's Office

The District Attorney's Office in Caribou has an opening for a full-time (40 hours/week) Victim Witness Advocate position. Position provides support to victims of various crimes regarding: explanation of criminal justice system rules and regulations; conducts home visits; provides information on court dates and trials; offers information on social service agencies; and provides transportation to court dates as necessary. Position is also responsible for overseeing the prompt collection and payment of court-ordered restitution.

Job Requirements:

- Excellent written and verbal communication skills and organizational skills;
- Strong PC skills. Familiarity and working knowledge of Microsoft Office Suite, QuickBooks and basic accounting skills;
- Must have strong attention to detail and ability to work effectively in a fast-paced environment;
- Ability to handle sensitive and confidential information with discretion;
- Ability to work independently and as part of a team, providing high quality customer service;
- High school diploma or the equivalent. Two years of experience in similar position;
- Experience working in a law office setting helpful;
- Must be able to successfully pass a criminal background check;
- Travel required up to 60% of the time. Valid Driver's License required.

The County of Aroostook offers a competitive benefits package.

Qualified candidates should send resume and letter of interest to the below address. Resumes must be received by 4:00 p.m. on November 19, 2021.

County Commissioners' Office
Attn: Human Resources Department
144 Sweden Street, Suite 1
Caribou, ME 04736

Or email resume to: christina@aroostook.me.us

The County of Aroostook is an Equal Opportunity Employer.