



Office of the Prosecuting Attorney  
33<sup>rd</sup> Judicial Circuit  
Noble County, Indiana

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James B. Mowery, Prosecuting Attorney

FULL TIME EMPLOYMENT OPPORTUNITY

POSITION: Victims' Advocate Assistant  
DEPARTMENT: Prosecuting Attorney's Office, Criminal Division  
WORK SCHEDULE: 8:00 a.m. 4:00 p.m., Monday through Friday  
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

The Noble County Prosecuting Attorney's Office seeks to hire a Victims' Advocate Assistant who will be responsible for providing administrative support to the Victims' Advocate and assisting with department operations and personnel, and directly assisting victims.

DUTIES:

- Answers telephone and at times greets office visitors, providing information and assistance, taking messages, scheduling appointments, and/or transferring/directing to appropriate individual or department.
- Performs various administrative duties such as sorting and distributing mail to department personnel and other government personnel.
- Performs duties of victim advocate as needed, including but not limited to, assisting victims with proper paperwork completion, providing information for pre-sentence investigations, escorting victims to appointments, meetings, and/or court hearings, answering questions, and working with court and probation personnel on restitution for victims.
- Closes existing case, including entering disposition in computer system, and preparing files for storage and moving to storage area.
- Performs data entry for "No Contact Orders" in appropriate criminal cases.
- Attends various meetings with other agencies as the representative of the office.
- Performs related duties as assigned.

JOB REQUIREMENTS:

- Must be 21 years of age.
- Must possess and maintain a driver's license and have a clean driving record for insurance purposes.
- Must meet all county hiring requirements.
- Must not have any criminal convictions that make the applicant inappropriate to work in the law enforcement field.

- High school diploma or GED.
- Working knowledge of standard office policies and various computer programs used by the department and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Working knowledge of standard English grammar, spelling, punctuation, and the ability to prepare correspondence and legal documents as assigned.
- Knowledge of basic filing systems and ability to create and maintain accurate and complete Department files and records.
- Ability to properly operate standard office equipment, including computer, fax machine; postage meter, copier, telephone, and scanner.
- Ability to effectively communicate orally and in writing with co-workers, other government departments, Department of Child Services, state and federal agencies, attorneys, law enforcement, Court personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.
- Ability to work alone with minimum supervision and with others in a team environment.

The application process will remain open until the position is filled. All potential applicants are encouraged to apply as soon as possible. The start-date for the position is negotiable, but preferred to be immediately. Base salary is currently \$42,920 annually, subject to the background and qualifications of the individual selected.

Please send resume and cover letter to: [andria.short@nobleco.gov](mailto:andria.short@nobleco.gov)

Any inquiries regarding this opportunity may also be addressed to the above email.

#### NOTICE:

Noble County provides equal employment opportunities to all employees and applicants for employment to the full extent mandated by law without regard to race, sex, age, color, religion, national origin, citizenship status or disability. This policy applies in all phases of county operations including hiring, placement, promotion, demotion, transfer, recruiting, advertising, treatment while working for the County, rates of pay or other forms of compensation, selection for training, and termination of work.