

**Job Posting**  
**Milwaukee County District Attorney's Office**  
**Victim Witness Advocate**

The Milwaukee County District Attorney's Office is seeking qualified individuals to fill a Victim Witness Advocate vacancy in the Victim Witness Services Division. This is a full time position (40-hour/week). The individual hired is required to reside within Wisconsin as a condition of employment.

The Victim Witness Services Division is divided into five units: Domestic Violence, Sensitive Crimes, Child Protection Advocacy Unit (CPAU), General Crimes (includes homicide, felony, and misdemeanor crimes), Vel Phillips Juvenile Justice Center (VPJJC), and the Crisis Response Unit.

**Salary: \$50,017 annual**

**TO APPLY:** Please submit a cover letter and resume to the District Attorney's Office in care of Jessica Strand, Director of Victim Witness Services Division or emailed directly to Jessica Strand, [Jessica.Strand@da.wi.gov](mailto:Jessica.Strand@da.wi.gov). Questions may be addressed to Jessica Strand via email.

**Application closes July 12, 2021 or until a suitable candidate is hired.**

Milwaukee County District Attorney's Office  
821 W. State Street, Room 405  
Milwaukee, WI 53233

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**PURPOSE OF POSITION:** Provide comprehensive services as mandated by the Wisconsin Constitution and Chapter 950 of the Wisconsin Statutes to crime victims and witnesses.

**DUTIES PERFORMED:**

1. Responsible for the management of criminal or juvenile court caseload to ensure that all victims, witnesses, and families of homicide victims are treated with courtesy, respect, and sensitivity during the course of a criminal case prosecution.
2. Orient victims and witnesses to their rights under the 1997 Wisconsin Act 181; to criminal and juvenile justice system procedures, and to community and governmental resources available to them.
3. Interpret to witnesses the importance of their role; reassure and persuade reluctant witnesses to ensure their continued cooperation; and refer victims and witnesses, in appropriate cases, to the District Attorney's Office Witness Protection Program to ensure their safety.
4. Maintain on-going contact with citizen victims, witnesses and families of homicide victims to inform them of the status of the case in which they are involved; providing supportive

counseling to alleviate the trauma of victimization and to assess the need for information and referral to other community resources.

5. Prepare victims and witnesses and families of homicide victims to testify in criminal court; provide escort and accompaniment to court; arrange for transportation if necessary; place victims and witnesses on-call or to notify them of a case adjournment or guilty plea in order to reduce the number of unnecessary appearances.

6. Act as an advocate for crime victims and witnesses and families of homicide victims with the Assistant District Attorney assigned to the case; keeping the prosecutor apprised of any concerns or problems raised by the victims and witnesses; communicate to the prosecutor the victim's wishes concerning the prosecution, outcomes and plea negotiations, and sentencing recommendations; gather documentary evidence concerning restitution and bring said information to the court's attention.

7. Act as victim/witness advocate and liaison with various court and police agencies in such areas as: getting property recovered by police returned to the victim; assisting witnesses in applying for witness fees and authorized expense reimbursement; intervening with employers and insurance companies on the victim's behalf; and obtaining civil protection orders and other civil remedies.

8. Provide a variety of administrative services for crime victims and witnesses, including making travel and lodging arrangements for out-of-state witnesses; coordinating with the prosecutor the order and appearance of witnesses in court; preparing affidavits and court orders for court approval; scheduling court appearances of expert witnesses; obtaining authorizations from victims for release of medical records.

9. Work with the District Attorney's Office Subpoena Clerk, to ensure that subpoenas and recall notices are timely issued; obtain names and addresses and keep information current to ensure efficiency in the service of subpoenas.

10. Orient victims to the Crime Victim Compensation Program and help them with the application process when appropriate; orient them to VINE registration, which allows the Department of Corrections to notify a victim upon the release or escape of a defendant.

11. Work with the Department of Corrections to exchange information on pending cases involving defendants on probation or parole. Keep victims apprised of revocation proceedings.

12. Answer citizen inquiries promptly.

13. Keep required statistics and annotate District Attorney case file folders appropriately.

14. Assist in the training and supervision of program students and volunteers.

15. Assist with community education in regard to program services and other related issues.

16. Assist with staffing the victim/witness waiting room.

17. Other duties as may be assigned, including specific duties related to unit assignment (i.e. Crisis Response, Community Victim Witness Advocate).

#### KNOWLEDGES, SKILLS & ABILITIES:

1. Knowledge of the criminal justice system; Wisconsin State Statutes Chapters 48, 938, and 950; and courtroom and subpoena procedures preferred.

2. Knowledge of the special needs and problems of crime victims.

3. Ability to work under direction, creatively, and independently as necessary; and work calmly and efficiently in stressful and chaotic circumstances.

4. Experience in or knowledge of interviewing/counseling skills. Crisis response or trauma training preferred.

5. Ability to plan, organize, and prioritize work activities.
6. Proficiency in Microsoft Word
7. Considerable knowledge of community resources that service victims and witnesses of crime preferred.
8. Ability to relate to individuals from various socio-economic backgrounds; age; gender; sexual orientation; religious and political orientation; race and nationality.
9. Ability to work in a pleasant and understanding manner with the general public, county officials, other employees and members of various service provider agencies and organizations. Must be able to maintain good working relationships.
10. Experience in planning, creating, and conducting educational presentations to include audiovisual technology.

#### MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree with a major in Criminal Justice; Social Work; Counseling; or a related human services field. Master's Degree preferred.

Experience: Provision of direct services to crime victims and families preferred.

Licensure/Certification/Registration: Valid Driver's License

Physical Requirements/Demands: General good health, able to work 40-hour week. Ability to lift DA Office files, generally less than ten pounds, but could be heavier.

Work Environment: Milwaukee County Safety Building, 821 W. State Street, Milwaukee, Milwaukee County District Attorney's Office Victim Witness Services Division and other locations as assigned. Generally works Monday – Friday, but may be required to work overtime.