

**DISTRICT ATTORNEY OF KINGS COUNTY
JOB POSTING UPDATE**

Posting: 803

Effective: 2/05/13 through 2/12/13

TYPE OF ACTION: Transfer: affords eligible applicants the opportunity to work in another area of the District Attorney's Office and assume new responsibilities.

LOCATION: Elder Abuse Unit, Domestic Violence Bureau

POSITION: Elder Abuse Unit Victim Advocate
Schedule: Monday through Friday, 9:00 a.m. to 5:00 p.m.
This position will require working overtime.

PRIMARY DUTIES:

Responsibilities include: immediate outreach to elder abuse victims, arranging for transportation to and from the Office; conducting intake interviews; providing safety planning; initiating and following-up on social service referrals; drafting documents such as "Superseding Informations" and "Corroborating Affidavits"; making sure that time-sensitive documents are received by the Court for 170.70 and 180.80 cases; maintaining an Elder Abuse case database; following up with victims with case updates and Orders of Protection; and working on other related tasks and activities in the Elder Abuse Unit.

QUALIFICATIONS:

Minimum Bachelor Degree in social work or related field, i.e., psychology or counseling; or, at least 3 years of direct work experience in the field of victim services; strong communications skills; strong organizational skills; fluency in Spanish, Russian or other language skills are a plus as is prior work with senior citizens.

SALARY:

For eligible employees not currently functioning in the Community Associate civil service title and employed less than two years, there will be a salary adjustment to \$34, 683. Fore employees with two or more years of continuous service, there will be a salary adjustment to \$37, 169. Qualified applicants in the Community Associate civil service title will transfer at current salary.

CONTACT:

Roger Eisenhardt, via e-mail. The Kings County District Attorney's Office is an Equal Employment Opportunity Employer.