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STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL  
100 North Carson Street  
Carson City, Nevada 89701

**VICTIM WITNESS ADVOCATE**  
*Unclassified Position Announcement*  
*Open Competitive*

**ADMINISTRATION DIVISION**

**POSITION TITLE:** Victim Witness Advocate

**GROSS SALARY:** Depending on experience, the salary range is:  
\$82,559.52 – \$91,502.00 (Employee/Employer Paid)  
\$70,720.56 – \$78,374.00 (Employer Paid)

**APPLICATION DEADLINE:** **March 16, 2025**

**DUTY STATION:** Reno or Carson City, with occasional travel, including out-of-state.

**POSITION STATUS:** Exempt (FLSA); unclassified position entitled to standard state benefits and serves at the will of the Attorney General. Employment is contingent upon successful passage of a pre-employment criminal history, which includes completing and submitting a personal history statement and completion of NCIC/NCJIS and a fingerprint criminal history check.

**POSITION SUMMARY:** This unclassified position works under general supervision of the Assistant Attorney General as a system-based advocate to serve as the primary contact for victims and witnesses of crimes. This position will carry a caseload of matters associated with multiple divisions within the Office of the Nevada Attorney General (OAG), including the Criminal Prosecution Unit, Investigations, Medicaid Fraud and Control Unit, Post-Conviction Division, and the Office of the Ombudsman for Domestic Violence and Sexual Assault.

**QUALIFICATIONS**

**KNOWLEDGE OF:** Legal terminology, Processes used in the criminal justice system, Medicaid and other health and government benefits services; Principles of human behavior; Holistic approaches to working with victims of crimes; Basic crisis intervention strategies; Restorative justice; Ethical responsibilities for cultural competencies; Basic techniques of interviewing and recording data; Available trauma informed programs; Microsoft Word, Excel, PowerPoint, and electronic case reporting system; principles and practices of record keeping and other office systems and tools.

**EDUCATION AND BACKGROUND:** A bachelor's degree from an accredited college or university in social work, health, public safety, criminal justice, psychology, sociology, ethnic or disability studies, teaching or a closely related field AND three years of full-time experience working for a government agency or non-profit organization that provides direct services to people in crisis OR an equivalent combination of education and experience.

**EXAMPLES OF DUTIES:** This position is responsible for coordinating case-specific multidisciplinary teams to benefit victims as defined by the statutes and the Nevada Constitution. This includes assisting victims/witnesses with various processes of the criminal justice system, such as arranging interviews with law enforcement and prosecutors, providing case status updates, completing forms, ensuring property return, and accompanying victims and witnesses to court as necessary for emotional support. This position will prepare correspondence, assessment reports, impact statements, case records and reports, document and maintain accurate records. When requested, the Victim Witness Advocate will accompany sworn peace officers in the field to meet with victims and witnesses.

An important aspect of this job will be to establish and foster multi-disciplinary teams of professionals by maintaining a network of community support for victims/witnesses. The OAG handles a variety of cases, ranging from consumer protection, financial fraud, abuse and neglect of vulnerable people, sex-trafficking, sexual assault, and murder. This position will meet with victims and witnesses in facilities operated by the Nevada Department of Corrections, care facilities, group homes and other entities designed to work with vulnerable populations.

**SUPERVISION EXERCISED:** May provide work coordination and direction for volunteer staff and social work interns.

**SPECIAL REQUIREMENTS:** Ability to work in a standard office environment and in the field. Applicants must possess a valid state driver's license at the time of appointment and as a condition of continuing employment.

**PHYSICAL DEMANDS:** This position requires mobility to work in a typical office setting, to use standard office equipment, and to drive to offices locations throughout Nevada and in neighboring states. The ability to read printed materials and a computer screen, and to hear and speak to communicate in person, virtually and over the telephone required. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed by co-workers and judicial officers. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

The benefits of this position include:

- Great working environment that promotes work and life balance
- Public service and community involvement
- Retirement medical insurance after vesting
- Paid vacation and sick leave
- Medical/dental/life insurance

**This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.**

Interested applicants must submit their resume, letter of interest and three references to:

Christine Jones Brady  
Assistant Attorney General  
100 N. Carson St.  
Carson City, Nevada 89701

Or via email at: [cbrady@ag.nv.gov](mailto:cbrady@ag.nv.gov)

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*