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**VICTIM WITNESS ADVOCATE - LEAD
ADMINISTRATION DIVISION**

The Nevada Office of the Attorney General (OAG) is seeking an experienced and compassionate Victim Witness Advocate to serve in a lead role within the OAG's victim advocacy and support program, providing trauma-informed services to victims and witnesses of crime. This position combines program coordination and practice development with meaningful, hands-on work supporting victims through complex criminal justice processes while collaborating with prosecutors, investigators, community partners, and multidisciplinary teams throughout Nevada.

Justice is our job.

Duty Station: Las Vegas, Carson City, or Reno, Nevada. Statewide and out-of-state travel is required.

Gross Salary: \$91,502.00 Employee/Employer Paid or \$77,298.14 Employer Paid.

Benefits: Employees of the Nevada Office of the Attorney General are eligible to participate in the State of Nevada's Group Health Insurance program administered by the Public Employees' Benefits Program (PEBP) and the Nevada Public Employees' Retirement System (PERS), among other benefits, including 12 paid holidays a year and paid annual, sick, and family leave.

Position Status: Full-time, FLSA Non-Exempt, unclassified position serving at the pleasure of the Attorney General. Employment is contingent upon successful completion of a background check that includes a fingerprint-based criminal history records check.

Position Summary: The Victim Witness Advocate – Lead (VWA – Lead) coordinates complex or sensitive victim and witness matters associated with multiple divisions within the Office of the Attorney General, including criminal prosecution, investigations, Medicaid fraud control, post-conviction, and victim-services functions. The VWA – Lead assists victims and witnesses with interviews, case-status information, forms and documentation, property-return issues, trial preparation, court attendance, and other needs arising during the prosecution and resolution of a case. In addition to carrying a caseload, the incumbent serves as a lead resource for victim-service coordination; helps establish and facilitate multidisciplinary teams; supports consistent documentation and service practices; and provides lead-level guidance, coaching, and work coordination to other advocates, volunteers, and interns as assigned. The incumbent also serves as the site supervisor for Social Work practicum students. The position prepares correspondence, assessment reports, impact statements, case records, and other reports; maintains accurate documentation; connects victims and witnesses with appropriate community resources and support services; and helps resolve complex service-delivery issues involving internal and external partners.

Minimum Education and Experience: Graduation from high school or equivalent, supplemented by relevant formal education, specialized training, certification, or professional development in social work, health, public safety, criminal justice, psychology, sociology, ethnic or disability studies, teaching, or a closely related field. A bachelor's degree in social work or a closely related field is preferred. Applicants should have four years of full-time progressively responsible experience working for a government agency, nonprofit organization, or other organization providing direct services to people in crisis, including substantial experience in victim advocacy, complex case coordination, or a closely related criminal-justice or human-services setting. An equivalent combination of relevant education, specialized training,

professional development, and experience may be considered in meeting these requirements. A valid driver's license is required at the time of appointment. Bilingual individuals are encouraged to apply.

Position-Specific Qualifications: The successful applicant should demonstrate substantial experience providing trauma-informed services to victims or other individuals experiencing crisis and the ability to independently coordinate complex or sensitive matters involving multiple stakeholders. The applicant should possess strong judgment, communication, organization, and problem-solving skills and demonstrate the ability to establish effective working relationships with victims, witnesses, prosecutors, investigators, agency leadership, and community partners. Experience coordinating multidisciplinary teams, mentoring or providing work direction to others, developing consistent service practices, and resolving complex victim-service issues is highly desirable.

Essential Functions and Skills Required: The Victim Witness Advocate – Lead (VWA – Lead) must possess and apply advanced knowledge of criminal justice processes; victims' rights and services; trauma-informed advocacy and culturally competent practices; restorative justice principles; crisis intervention; interviewing techniques; records management and documentation practices; and community resources. The VWA – Lead must demonstrate strong judgment, initiative, confidentiality, emotional composure, and organizational skills, and communicate clearly and effectively with people experiencing trauma or crisis. The VWA – Lead must be able to manage competing priorities and deadlines; maintain consistent progress on assigned matters; and demonstrate professionalism, accountability, ethical conduct, and the ability to remain focused and composed in adversarial, high-pressure, or time-sensitive situations. Proficiency with Microsoft Office, electronic case-reporting systems, and recordkeeping is required.

Physical Demands and Work Environment: Work is performed in professional office, courtroom, field, correctional, care-facility, group-home, and other community settings. The position requires frequent use of standard office equipment; review and production of case materials; effective communication with others; and participation in meetings, hearings, and court proceedings. Travel throughout Nevada and to neighboring states or other out-of-state locations is required. Early morning, evening, or weekend work may occasionally be necessary. This position may also require occasional lifting, pushing, and pulling of objects.

Additional Benefits of the Position Include:

- Meaningful direct-service work supporting victims and witnesses throughout the criminal justice process;
- Opportunity to help shape consistent, trauma-informed victim-service practices;
- Collaboration with a multidisciplinary team of dedicated public-service professionals;
- Opportunities to mentor and support advocates, volunteers, interns, and practicum students;
- Substantial professional autonomy in case coordination and service-delivery problem solving;
- Compressed work schedule options, subject to operational needs; and
- Eligibility for Public Service Loan Forgiveness.

This announcement lists the major duties and requirements of the job and is not an all-inclusive summary. A successful applicant is expected to develop job-specific skills and perform additional job-related duties as assigned.

Send a cover letter, resume, and a list of three professional references to the Victim Services Unit at agvssu@ag.nv.gov. Interested applicants are encouraged to apply as soon as possible, as a hiring decision may be made at any time during the recruitment process.

The Nevada Office of the Attorney General (OAG) is committed to Equal Employment Opportunity and Affirmative Action in the recruitment and employment of its workforce 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, or any other status protected by applicable law. The OAG provides reasonable accommodations to qualified individuals with disabilities throughout the application and selection process and in employment. Applicants who require a reasonable accommodation during the recruitment process may contact the OAG Human Resources for assistance.