

CRAIG A. NEWBY
First Assistant Attorney General

AARON D. FORD
Attorney General

LESLIE NINO PIRO
General Counsel

CHRISTINE JONES BRADY
Assistant Attorney General



HEIDI PARRY STERN
Solicitor General

STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701

**VICTIM WITNESS ADVOCATE
ADMINISTRATION DIVISION**

The Nevada Office of the Attorney General is seeking a skilled and compassionate Victim Witness Advocate to provide trauma-informed advocacy and support to victims and witnesses of crime. This position offers 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: \$82,559.52 Employee/Employer Paid or \$69,743.81 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 (VWA) manages an assigned caseload of 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 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. The position prepares correspondence, assessment reports, impact statements, case records, and other reports; maintains accurate documentation; and helps connect victims and witnesses with appropriate community resources and support services.

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. Applicants should have two years of full-time experience working for a government agency or nonprofit organization that provides direct services to people in crisis. An equivalent combination of relevant education, specialized training, professional development, and experience may be considered in meeting these requirements. A valid state driver's license is required at the time of appointment. Bilingual individuals are encouraged to apply.

Position-Specific Qualifications: The successful applicant should demonstrate the ability to coordinate case-specific multidisciplinary efforts; arrange and participate in interviews with law enforcement and prosecutors; provide case-status updates; assist with forms and victim-impact materials; help facilitate return of property; and accompany victims and witnesses to court or other proceedings when appropriate for support. When requested, the Advocate may accompany sworn peace officers in the field to meet with victims and witnesses. The position builds and maintains a network of community

resources and may work with victims and witnesses in correctional facilities, care facilities, group homes, and other settings serving vulnerable populations. Advocates must independently organize a caseload, manage competing priorities and deadlines, maintain accurate records, and communicate consistently with internal and external partners.

Essential Functions and Skills Required: The Victim Witness Advocate (VWA) must possess and apply knowledge of criminal justice processes; victims' rights and services; trauma-informed advocacy and culturally competent practices; crisis intervention; interviewing and documentation practices; and community resources. The VWA must demonstrate sound judgment, initiative, confidentiality, emotional composure, and organizational skills and communicate clearly and effectively with people experiencing trauma or crisis. The VWA 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 experience supporting victims and witnesses throughout the criminal justice process;
- Collaboration with a multidisciplinary team of dedicated public-service professionals;
- Opportunities to develop specialized expertise in trauma-informed advocacy, crisis response, and victim-centered case coordination;
- Professional autonomy in carrying out assigned responsibilities following appropriate training and supervision;
- Access to 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.