

## **JOB OPENING**

### **PART-TIME POSITION: Victim/Witness Assistant**

Position Location: State's Attorney's Office, 101 East Third Street, Sterling, IL

Pay Grade: 31

Hours: 22 per week/44 per pay period (Monday through Friday 8:30 a.m. to 12:30 p.m. and, additionally, Tuesday from 1:30-3:30 p.m.)

**JOB SUMMARY:** Work with all staff in the State's Attorney's Office to develop, direct, and implement specific services for victims of, and witnesses to, crimes in Whiteside County, including, providing information and notification, providing emotional support during the court process, accompaniment to court as needed, make referrals and cooperate with social service agencies, maintain accurate statistics for completion of grant reporting.

A full job description is available in the State's Attorney's Office.

Send application to: Whiteside County State's Attorney  
200 East Knox Street  
Morrison, IL 61270

Closing Date: December 11, 2015