

## **JOB OPENING**

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

Position Location: Whiteside County State's Attorney's Office  
101 East Third Street, Sterling, Illinois

Pay: \$16.75 per hour

Hours: 20 per week/ 40 per pay period

Monday	8:30 a.m. – 12:30 p.m.
Tuesday	8:30 a.m. – 12:30 p.m. and 1:30 p.m. – 3:30 p.m.
Wednesday	8:30 a.m. – 12:30 p.m. and 1:30 p.m. – 3:30 p.m.
Friday	8:30 a.m. – 12:30 p.m.

Job Summary: Work with all staff in the Whiteside County 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; accompanying to court as needed; making referrals and cooperating with social service agencies; maintaining accurate statistics for completion of grant reporting.

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

Closing Date: February 2, 2018