



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Stephen McNally
Chairman of the Board

TITLE: **VICTIM SERVICES ADVOCATE**
(Provisional *Appointment)

SALARY: \$27.92/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County District Attorney's Office, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 37 ½ Hour work weeks (Monday-Friday).

JOB SUMMARY: The work involves responsibility for participating in the various activities of a Crime Victims Program. The incumbent establishes a working relationship with crime victims or witnesses, providing them with necessary assistance and information regarding court procedures, counseling, compensation claims, etc. This position will require field work including court visits, police contacts, school visits, and various community contacts. The work is performed under the direct supervision of a higher-level administrator with leeway allowed for the use of independent judgement within established guidelines. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- a) Possession of an Associate's Degree in social science, criminal justice or human services and two (2) years of related experience; or
- b) An equivalent combination of training and experience as defined by the limits of a) and b).

SPECIAL REQUIREMENTS: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. People seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

***The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.**

Posting Date: May 19th, 2026

Application Deadline: May 29th, 2026



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