

CAREER OPPORTUNITY

The Chillicothe Municipal Court is now accepting resumes for a full-time Victim Advocate. This position is funded primarily by grants made available by the Victims of Crime Act (VOCA) and the State Victims Assistance Act (SVAA). The successful candidate will be responsible for completing grant applications, seeking grant funding, tracking all grant expenditures, providing support and information to victims of crime in matters filed with the Chillicothe Municipal Court, and preparing protection orders and no contact orders for presentation to the judges. Familiarity with grant writing and maintenance, victim support services, and court proceedings are helpful but not required. Strong organizational and communication skills are necessary. The current rate of pay is \$19.15 per hour. Benefits are established by and approved by the VOCA grant. A cover letter and resume may be submitted by mail to Chillicothe Municipal Court, Attn: Administrative and Presiding Judge, 95 East Main Street, Chillicothe, Ohio 45601, or by email to jobs@chillicothemunicipalcourt.org. This posting shall remain open until the position is filled.