

CARBON COUNTY PART-TIME GRANT-FUNDED POSITION

POSITION: Victim Witness Advocate

SALARY: \$22.86/hr

POSITION SUMMARY: Provides services to victims and witnesses of crimes and performs related duties as required.

Confers with victims of crime and the County Attorney's Office and encourages communication between prosecutors and victims.

KNOWLEDGE AND SKILLS:

- Serve as the primary point of contact for crime victims and witnesses, providing information regarding available services, court proceedings, and case status updates.
- Explain legal and judicial processes, victims' rights, and available community resources.
- Coordinate communication between victims, witnesses, prosecutors, and partner agencies.
- Provide emotional support and advocacy to victims and witnesses throughout the criminal justice process.
- Assist victims with applications for Crime Victim Compensation and referrals to counseling, support services, and protective order resources.
- Accompany victims and witnesses to court proceedings, hearings, and trials as needed.
- Maintain accurate records and case-related documentation in compliance with applicable laws, policies, and grant requirements.
- Support case preparation through file review and coordination of victim and witness information.
- Work remotely when necessary to communicate with victims, witnesses, and County Attorney's Office personnel.
- Ensure compliance with all Victims of Crime Act (VOCA) grant requirements, including documentation, reporting, timesheets, demographic reporting, expense tracking, and submission of required reports.
- Maintain professionalism, confidentiality, and ethical standards in all interactions and duties.

APPLICATIONS: Applications are available at the Carbon County Human Resources (17 11th Street W, Red Lodge, MT) or on the Carbon County website at <https://carbonmt.gov/discover-carbon-county/careers/>. Please submit a letter of interest and resume with your application.

The first review of applications will be conducted for those received by Thursday, June 25, 2026, by 5:00pm MDT. Position will remain open until filled.

Employment is contingent on successful completion of a background check and pre-employment drug screening and is subject to continued grant funding.

Carbon County is an equal opportunity employer. All applicants will be considered for employment on the basis of merit and qualifications without regard to race, color, religion, creed, political ideas, sex, sexual orientation, gender identity, age, marital status, national origin, or physical or mental disability. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA.