

TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Victim Advocate

SALARY: \$35.51Hr.

TYPE OF EMPLOYMENT: Full time

ISSUE DATE: 12/08/25

THE FINAL DATE TO FILE APPLICATIONS: 01/18/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 01/19/26

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

This position is with the District Attorney's Office.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in Social Services, Human Sciences, Criminal Justice or related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in the coordination of education programs, health or human service programs, performance of social case work or counseling or direct treatment in a program serving families and children in a community or residential setting; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates degree in Social Services, Human Sciences, Criminal Justice or a related field **AND** six years of full time paid (or the equivalent part-time and/or volunteer) experience in the coordination of education programs, health or human service programs, performance of social case work or counseling or direct treatment in a program serving families and children in a community or residential setting; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for developing, coordinating, implementing and maintaining a formal program of communication with and advocacy for victims of crimes in Tompkins County by the District Attorney's Office. The goal of the Victim Advocate is to be the first line of communication with crime victims and the primary liaison between the District Attorney's Office, the Courts and victims of crime. The Victim Advocate will communicate with victims to inform them of the services available to victims and their families, including help line services, public information and referral, advocacy counseling, community education and outreach. This position involves a large amount of public contact and community liaison work. The work is performed under general direction with wide leeway allowed for the exercise of independent judgment. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO)

- Communicates with individuals who have been victimized or affected by crimes committed in Tompkins County in order to coordinate their participation in criminal prosecutions and inform them of important case-related details;
- Assists the assigned prosecutor in advocating for Orders of Protection for crime victims;
- Communicates with crime victims regarding the incarceration and release dates of offenders;
- Assists with documentation of restitution for crime victims;
- Creates and implements internal policies to ensure coordination of the human services and law enforcement components of the community response to all areas and levels of crime;
- Develops and maintains a database of cases filed, status of cases and victims/defendants Information;
- Acts as a liaison between various public, private and community related agencies (District Attorney, Sheriff, other victim services agencies, etc.) for victim support services;
- Prepares a variety of statistical and narrative reports as required;
- Prepares grant applications.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current District Attorney's Office procedures and practices;
- Good knowledge of practices and procedures of law enforcement agencies and courts in dealing with criminal prosecutions;
- Good knowledge of practices and procedures of law enforcement agencies and courts in offenders and crime victims;
- Working knowledge of federal, state and local government functions and relationships;
- Excellent communication, analytical and organization skills;
- Excellent writing skills;
- Ability to organize and effectively present materials both orally and in writing;
- Ability to understand and interpret a variety of oral and written material;
- Ability to deal effectively with the public;
- Ability to establish and maintain cooperative relations with a variety of agencies and the public;
- Ability to handle routine administrative details independently;
- Ability to respond effectively to crisis and stress situations without personal involvement;
- Ability to balance schedules, multiple tasks and meet deadlines;
- Ability to function independently;
- Good negotiation skills;
- Initiative, resourcefulness, tact and good judgement are required.
- The employee's physical condition shall be commensurate with the demands of the position.

Originally Created: August 2025

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850