



CRIME VICTIM ADVOCATE 1

Department: Prosecuting Attorney

Job Class #: 240300

Pay Range: Professional 05

FLSA: Non-Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is a professional crime victim criminal justice position in the Office of the Prosecuting Attorney. An employee in this classification is responsible for victim services in various divisions in the Prosecuting Attorney's Office including juvenile, misdemeanor or felony units.

Work involves providing professional criminal justice services to victims and their families, giving community presentations, working with difficult or complex situations involving victims, and providing a higher level of support to deputy prosecuting attorneys in the complicated cases. Employees in this class may assist in creating and implementing changes in specialized unit functions and services. Incumbents provide assistance on procedural or victim service activities to other employees in the Prosecuting Attorney's Office and serve as a resource for community programs.

Employees are expected to be fully acquainted with Prosecuting Attorney's Office, county, state and court policies, procedures, and regulations. Assignments at this level include decisions with serious consequences and require an intimate familiarity with the structure and dynamics of the criminal justice system and victim rights, the values and attitudes of the community, and available resources. Work is performed under the general direction of an administrative superior who periodically reviews work for quality, consistency of professional judgement and compliance with established goals and policies.

ESSENTIAL FUNCTIONS:

Interviews and counsels victims, assesses needs, responds to crisis situations, provides resources and makes referrals to community agencies. Assists victims in developing short and long term plans to deal with their victimization.

Orients victims to the criminal justice system. Works with deputy prosecuting attorneys in responding to victim questions about the legal process and procedures in the criminal justice system. Gives ongoing case status information. Explains victim rights.

Provides emotional support and crisis intervention to victims during trials and court hearings and assists them with victimization issues. Helps victims to prepare oral and written impact statements to the court.

Investigates, evaluates and prepares restitution information in felony cases; appears in court to present or clarify information when required; provides defense bar with specifics and addresses questions on the evaluation process.

Assists victims with Crime Victim Compensation; intervenes on behalf of the victim with the state compensation program.

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Assumes responsibility for a caseload of crime victims who may need crisis intervention, community resources, counseling enrollment assistance, shelter arrangements, protection order assistance or other specialized services.

Works closely with deputy prosecuting attorneys to assist victims or witnesses subpoenaed into court with diverse concerns including emotional issues and the need for additional law enforcement protection.

Assists law enforcement with domestic violence victim interviews in complex cases or where victims are particularly traumatized.

Maintains contact and correspondence with victims and other victim service agencies in serious and complex cases. Maintains documentation of contacts and information obtained relative to victim needs.

Assists with VWAS grant writing and the implementation of awarded grants: monitors grant structure and progress and reports information to Division Chief.

Assists in the development and monitoring of special projects which provide specialized services to crime victims and the community

Performs community outreach and education, which targets both high-risk groups and the community at large. Outreach includes: public speaking engagements with schools, community groups, educators, and service providers. Attends legislative meetings, community funding/grant allocation meetings and trainings sponsored by community agencies, law enforcement, community advocates and prosecuting attorneys.

Provides training and guidance to new crime victim advocates.

Assists in creating and implementing changes in specialized unit functions and services.

Develops and compiles case data for grant proposal development.

Responds to telephone inquiries and walk-in requests for services and information about the criminal justice system.

Assists with the release of victim property held as evidence.

OTHER JOB FUNCTIONS:

Performs other related duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of principles and practices of victim counseling.

Knowledge of the operation of the criminal justice system and its procedures, as well as the role of the victim in that system.

Knowledge of policies, procedures and state law applicable to crime victims.

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Knowledge of local, state, federal and private program resources and agencies.

Knowledge of basic interviewing, diagnostic and counseling techniques.

Knowledge of the literature, developments and trends in the area of victimization and legislation regarding victim rights.

Knowledge of post-traumatic stress syndrome and immediate and long-term effects of domestic violence and sexual abuse.

Knowledge of methods and resources for treatment of victims of violent crime, domestic violence, and sexual assault.

Ability to structure workload and work independently and as a member of a team.

Ability to plan and distribute workload to subordinates within a work unit.

Ability to communicate effectively both orally and in writing.

Ability to prepare and maintain detailed records of interactions with victims, which may be the basis of testimony in trial.

Ability to assist victims in formulating and executing plans to restructure their lives so as to overcome their victimization.

Ability to prepare and deliver presentations before community groups.

Ability to train members of the community in victim-related issues.

Ability to independently interpret and apply abstract principles, guidelines and concepts to concrete work situations.

Ability to work in a high stress environment with victims and family members who may be experiencing symptoms of post-traumatic stress syndrome and respond appropriately in crisis situations.

Ability to make sound casework decisions in dealing with angry and grieving victims.

Ability to establish and maintain effective working relationships.

Ability to physically perform the essential job functions.

Ability to maintain regular and predictable attendance.

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RECRUITING REQUIREMENTS: Graduation from a four-year college or university with major coursework in sociology, psychology or related criminal justice field. Two or more years of experience in criminal justice or social casework. Additional education or related experience may substitute for the recruitment requirements.

SPECIAL NOTE

Employees in this classification are subject to a thorough background investigation and integrity interview.