



CRIME VICTIM ADVOCATE 2

Department: Prosecuting Attorney

Job Class: 240400

Pay Range: Professional 07

FLSA: Exempt

Bargaining Unit: N/A

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

GENERAL FUNCTION: This is highly complex professional victim/witness criminal justice work in the Prosecuting Attorney's Office. An employee in this classification provides advocacy and case assistance in the majority of homicide cases, including the most complex, high profile and/or capital cases and assists the Justice Services Manager in the daily management and supervision of the Victim Witness Assistance Services (VWAS) staff. Work is performed under the general supervision of the Justice Services Manager and is assigned in terms of overall objectives and resources available. An employee in this classification exercises considerable discretion and independent judgment.

SERIES CONCEPT: The classification is distinguished from the Crime Victim Advocate 1 classification by having supervisory authority and assisting in program development and management.

ESSENTIAL FUNCTIONS:

- Responsible for providing advocacy and assistance to victims and witnesses in the majority of homicide cases, which may include: orienting victims/witnesses to the criminal justice system by providing written, telephone and in-person outreach and case status information; assessing needs; responding to crisis situations; acting as liaison between victims and service providers; providing emotional support and assistance to victims and witnesses during court hearings; and helping victims prepare oral and written impact statements.
- Provides assistance to deputy prosecuting attorneys by contacting and scheduling witnesses for interviews and testimony and arranging and participating in witness interviews and meetings with victims to discuss case status and resolution.
- Assists with daily management and supervision of 15+ staff in VWAS unit, which may include: approving leave requests and work schedules; assisting in creating/revising policies and procedures; recommending transfers, promotions and disciplinary action; participating in hiring process; providing guidance and advice to Crime Victim Advocates 1; and serving as Justice Services Manager in his/her absence.
- Monitors homicide cases assigned to lower level VWAS staff and ensures tasks related to these cases are completed correctly and timely.
- Investigates, evaluates and prepares restitution information for court, deputy prosecuting attorneys and defense bar.
- May plan and implement in-service staff education, training and development.
- May participate as department representative at local and regional meetings.

OTHER JOB FUNCTIONS:

- Perform other related duties as assigned

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SUPERVISION RECEIVED AND EXERCISED: This position reports to the Justice Services Manager. These tasks are performed under the supervision and guidance of Justice Services Manager, Chief Criminal Deputy and the Prosecuting Attorney. Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the administrative supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. This position is assigned to exercise supervisory authority over subordinate employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Crime Victim Advocate 2 position works in an office environment on a daily basis. The nature of the work involves consistent exposure to potentially volatile and hazardous courtroom situations. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Operation of the criminal justice system and its procedures.
- Operation of Prosecutor's Office policies and procedures in juvenile, felony and misdemeanor divisions.
- Policies, procedures and federal and state law applicable to crime victims.
- Local, state, federal and private program resources and agencies.
- Victimization, post-traumatic stress disorder and the grief process.
- Supervisory principles and practices.

Skill in:

- Considerable skill in communicating effectively both orally and in writing to audience of various social, educational and economic backgrounds.
- Supervising, motivating and managing personnel.

Ability to:

- Work effectively with others under very difficult and highly stressful circumstances.
- Perform duties with professional discretion within office guidelines and legal requirements.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently in a timely manner.
- Make sound decisions related to victim issues on difficult and/or unusual cases.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Establish and maintain effective working relationships with victims, witnesses, employees, the public and employees in other jurisdictions and private agencies.

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to: (continued)

- Plan and coordinate work of other coworkers.
- Maintain proficiency in the use of computer technology (i.e. Word, LINX, GROUP-WISE, etc.).
- Maintain a high standard of professional image for the Department.
- Meet the travel requirements of the position.
- Physically perform the essential job functions.
- Manage a very high volume of caseload.

MINIMUM REQUIREMENTS TO APPLY: Bachelor's degree with major course work in sociology, psychology, criminal justice or related field. Three or more years of professional criminal justice or social casework experience, including supervisory experience.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete Prosecuting Attorney's Office background investigation.