

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: VICTIM WITNESS ADVOCATE
DEPARTMENT: DISTRICT ATTORNEY
REPORTS TO: VICTIM WITNESS COORDINATOR

CLASS CODE: 7086
FLSA STATUS: N
DATE: 12/02

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is to provide a wide range of direct services to victims, witnesses and their families involved in the criminal justice system; work consists of responsible paraprofessional and administrative duties.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Responds in person or by telephone to victim's immediate needs; provides emergency assistance in response to a victim's immediate needs.

In emergencies, refers or places victims of crimes of domestic violence in a temporary, safe living environment.

Contacts victims and provides assistance with financial losses that result from the commission of a crime, including claims with Victims of Crime Program.

Refers victims to appropriate agencies for a broad range of services and resources, including medical or therapeutic treatment.

Assists law enforcement and District Attorney's Office in interviewing crime victims, providing emotional support and physical resources as necessary.

Arranges transportation for victims and witnesses; coordinates their excused absence from employment; arranges lodging and other accommodations.

Provides informal peer counseling relating to problems resulting from the crime.

Assists in obtaining the return of a victim's property held as evidence.

Provides information to victims/witnesses about the criminal justice system; provides information regarding the status and disposition of cases.

Provides assistance, escort and support to victims/witnesses for court appearances and interviews.

Notifies and informs families and friends of the status and condition of victims of crime.

Intercedes on victim's behalf informing creditors of the victim's inability to meet current financial obligations and informing providers of services of the status of the victim's claim with Victims of Crime Compensation Program.

Intervenes on behalf of the victims in informing employers of temporary inability to meet employment obligations due to proceedings related to the criminal justice system.

Assists with the arrangement of temporary child care while a victim or witness is taking part in the criminal justice process.

Provides crime prevention information through brochures, counseling, public presentations and/or referrals to appropriate criminal justice agencies.

Provides aid and information to victims and witnesses in completing forms necessary for obtaining temporary or ex-parte restraining orders.

Develops a strong liaison with law enforcement and human service agencies to provide effective service to victims.

Advocates for victims' rights in contacts with criminal justice representatives, community organizations and/or the public.

Notifies witnesses of known cancellation or changes in scheduled court appearances

Assists the supervisor with the recruitment and training of program volunteers.

Assists a deceased victim's immediate family member with funeral arrangements.

Assists with Sexual Assault Response Team coordination, scheduling exams and chairing meetings as needed.

Maintains records; prepares memorandums, letters, reports and/or other documents.

Reads and reviews crime reports.

Serves as Victim/Witness Coordinator in his/her absence.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Fax Machine

Computer
Copier

Calculator
Cell Phone

Pager
Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college in criminal justice, behavioral science, social science or a related field; and,

One year of experience providing supportive counseling to victims and witness of crime, or related work in a private or public agency working with the criminal justice system; or

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License ,

Successful completion of Entry Level Advocate Training within one year of hiring.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Dynamics of victimization and domestic violence, child abuse survival and the stages of grieving following a homicide.

Structure and function of the California criminal justice system.

General office procedures, policies and practices, as well as basic knowledge of computer/VDT and other general office equipment.

Record keeping, report preparation, filing methods and records management techniques.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to understand and carry out oral and written instructions.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups and respond to questions.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to stand, walk, and lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.