**JOB DESCRIPTION**

**Date Prepared:** October 2010

**Revised:** August 2019

**Position Title:** Victim’s Advocate

**Department:** District Attorney's Office

**Supervisor:** District Attorney

**Position Overview:** Under the general direction of the District Attorney (DA), the Victim’s Advocate provides support services to the victims and witnesses of all types of crimes with particular emphasis on serious crimes against persons and property.

**Resources Influenced:**

**Annual Operating Budget:**

**Total Employees in your chain-of-command:** 0

**Reporting Positions:**

**Working Environment:** Work is performed throughout Morrow County with an office in the Morrow County Courthouse.

**Qualifications:**

1. Education - High School Diploma.

2. Experience - Must have knowledge of standard modern office practices, including computer proficiency.

3. Training and/or experience in Social Services or Crisis Intervention highly desired as is an understanding of abuse dynamics.

4. Equipment Used - computer, copy machine, paper shredder, calculator and printer. Valid Oregon Driver’s License required.

5. Ability to learn and implement the procedures and practices of the District Attorney's Office.

6. Ability to learn and effectively communicate the basic principles of the criminal justice system and in particular the Victims of Crime Act (VOCA).

7. Thorough knowledge of secretarial techniques and procedures and the ability to implement them.

8. The ability to explain complex issues in situations which are sometimes adversarial.

9. Ability to effectively use oral and written communication in the performance of duties and responsibilities.

10. Ability to learn and implement County procedures, regulations, and requirements with respect to procurement, budget, safety, operations, and organization.

**Essential Job Functions**

**Physical:**

A. Ability to lift 40 pounds (box of paper).

B. Ability to sit for extended periods of time.

C. Ability to operate a motor vehicle.

D. Ability to operate office equipment including a computer.

**Mental:**

A. Ability to read, write and comprehend English.

B. Ability to perform basic math functions.

C. Must be patient, sympathetic and understanding.

D. Must be able to deal with disturbing or graphic details of crimes.

E. Must be able to deal with people in crisis.

F. Must be able to comprehend and understand complex issues and explain them in an easy to understand manner.

G. Able to handle stressful situations, involving a review of crime scene photos, interviews, and on-site crime scene reviews.

**Job Duty Outline:**

I. Prepares victims and witnesses regarding the grand jury and trial process.

A. Meet with witnesses prior to court to familiarize them with the Courtroom and prepare them for what to expect from the court proceeding.

B. Work with the DA and victim to prepare the victim for giving testimony.

C. Involve the victim in the decision-making process.

II. Gather and process information to establish restitution.

A. Send a packet out to each victim which includes an impact statement, restitution itemization form and forms for the State Crime Victims Compensation Account.

B. Send letters, make phone calls, or make personal contact with businesses to verify costs of any restitution owed to victims of crimes.

C. Assist victims in completing forms, calculating restitution and processing insurance claims.

D. Assists victims in presenting claims to the State Criminal Injuries Compensation Account, assuring that they have met the criteria for compensation eligibility.

III. Aid victims and witnesses during grand jury, trials, and sentencing.

A. Assists victims with personal logistical problems related to court appearances by helping with transportation, lodging, and related issues.

B. Encourage and facilitate testimony through preparation and moral support.

C. Assist victims in recovering property damaged or stolen and shall assist in the prompt return of lost or stolen items held in evidence.

D. Accompany the victim to all court proceedings.

IV. Assist in preparation of the budget for County and State.

A. Maintain all records of expenditures, including employee time.

B. Provides all necessary documentation to the Accounting Department, District Attorney, and State agencies as appropriate.

1. Make an application for grants as required and submit quarterly reports prior to deadlines.

V. Create and maintain files for all misdemeanor and felony cases involving a victim of crime. Use of department case management system (Prosecutor by Karpel), and State Courts computer system (E-Court).

VI. Act as the Multi-Disciplinary Team (MDT) Coordinator for Morrow County.

1. Prepare application’s related to MDT grants, including but not limited to the VOCA and Child Abuse Multidisciplinary Intervention (CAMI) grants.
2. Prepare minutes and agenda for MDT meetings.
3. Certify that MDT members are complying with statutory MDT member requirements and training.
4. Communicate with the State that the MDT program is following statutory requirements.

VII. Department Organization

A. Communicate with other department employees to effectively and

efficiently coordinate work programs.

B. Communicate with employees from other departments and agencies in

order to coordinate and implement the work program.

C. Communicate with members of the general public in order to coordinate

work programs and provide appropriate information about Morrow County

activities.

VIII. On-Call Availability

1. Will be assigned a department-issued cell-phone for after-hours use. Must be available to respond to on-call emergencies and victim contacts as needed.
2. Must have a valid driver’s license and ability to operate department vehicle for travel.
3. Use of County-issued laptop for use at home for work-related duties and on-call support.
4. Job travel may require out of state travel via vehicle and airplane for training and victim assistance.

IX. Grant Writing and Reporting

1. The position is funded primarily through State and Federal grants (Non-competitive grants).
2. The employee must be able to learn grant writing skills and the process for grant reporting to the Oregon Crime Victim Survivor and Services Division (CVSSD).