
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	District Attorney	CLASSIFICATION:	083
SUPERVISOR:	Victim Assistance Admstr	SALARY RANGE:	21
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform a wide variety of duties as an advocate for victims of crime before, during and after court proceedings. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Inform victims of their rights granted under Oregon law and help them to invoke and uphold those rights.

Assist victims with protective order applications and assist victims whose protective orders have been violated.

Assist victims in preparing and submitting crime Victims' Compensation Program claims and Address Confidentiality Program applications to the Department of Justice.

Assist victims in recovering property damaged or stolen. Inform victims of the process to request the return of property held as evidence. Assist victims in preparing restitution documentation for purposes of obtaining a restitution order.

Notify victims and witnesses of court events and case status. When practicable or legally required, involve victims in the decision making process in the criminal justice system.

Prepare victims for impending court hearings by informing them of procedures. Assist victims with logistical problems related to court appearances. Accompany victims to court hearings.

Refer victims to appropriate community resources to help provide support and assistance.

Compile statistics and prepare necessary reports to comply with federal and state record keeping requirements, including grant award requirements.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general supervision of the Victim Assistance Administrator who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduation with additional training in the field with a preference for college work. Prior work experience as an advocate, preferably working within a prosecutor's office or the court system. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

LICENSES, CERTIFICATES AND REGISTRATIONS: Possession of, or ability to possess within one year of hire, State Victims Assistance Certification.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of problems confronting victims of crime and short term crisis intervention techniques. Knowledge of community resources for assisting crime victims, counseling practices and techniques, and the financial and legal problems confronting crime victims. Knowledge of law enforcement prosecution and court procedures. Knowledge of office practices and procedures. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to communicate clearly and concisely. Ability to interview victims and evaluate appropriately the victim's needs and problems. Ability to effectively recruit, train, supervise and coordinate volunteer staff. Ability to effectively deal with people in crisis. Ability to maintain confidentiality of sensitive situations encountered. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Daily contact with offenders and victims. Exposed to hazards and risks which accompany exposure to victims of trauma and offenders.

Note: this position is subject to a full criminal history background investigation. Conviction of a crime after hire and/or association with known felons may be a disqualification for holding this position.