

**CLASS TITLE:** Victim/Witness Advocate

**ACCOUNTABLE TO:** County Attorney

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision provides effective, aggressive case-management and advocacy to primary and secondary victims and witnesses of crimes; Work varies, individual judgement within prescribed standards and procedures may be required. Will be required to assist in a legal secretary capacity as well.

**ESSENTIAL JOB FUNCTIONS:**

- Physical requirements include walking, bending, stooping, getting in and out of a vehicle, and lifting up to 50#s (greater with assistance);
- Work may be performed in generally uncontrolled weather conditions in which cold, heat, dust, and dampness is encountered;
- Must possess a valid Montana Driver's License and a cell phone.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- May perform on-site home visits, provide transportation of victims and witnesses to court appointments and prosecutor appointments as needed;
- Interviews witnesses and victims in preparation for trial;
- Will provide advocacy of victim's rights, including preparation of victim impact statements, filing claims for compensation through the Montana Board of Crime Control;
- May assist victims and witnesses through the criminal justice system including all phases of trial;
- Assist victims with the preparation of Temporary Orders of Protection;
- May assist the County Attorney in file management and in preparation for hearings and trials;
- Refers and assists in the application of other social benefit programs as well as processes restitution payments to victims;
- Performs other tasks, as appropriate, in fulfilling services on behalf of victims and witnesses, including drafting of orders of protection for submission to the court;
- Prepares records of own activities including logs of activities and incident reports;
- Prepares Federal and State reports as appropriate or directed, as well as complete grant applications in a timely manner for funding;
- Maintain a calendar for County Attorney as well as perform essential office duties;
- Contacts with the public, victims, witnesses, and governmental agencies may be extensive, requiring tact, diplomacy, and confidentiality.
- Provide notary public services as needed on a case by case basis.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** This is not a supervisory position.

### **EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from High School with College preferred in human services, domestic violence, or sexual assault or equivalent training;
- One (1) year of demonstrated law enforcement or court system experience preferred;
- Additional preferred characteristics include ability to work independently, self-initiative, willingness and aptitude to learn, knowledge of court systems and social benefit programs, and ability to deal with people under stressful situations;
- Experience in community service, domestic violence intervention, and advocacy programs highly desirable;
- Must possess a valid Montana Operator's License.

### **EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Performs on-site home visits to victims, provides transportation of victims and witnesses to court appointments and prosecutor appointments as needed;
- Interviews witnesses and victims in preparation for trial;
- Assists victims and witnesses through the criminal justice system, including all phases of a case and throughout trial;
- Assists the County Attorney in preparation for trial and contested hearings;
- Prepares records of own activities and submits Federal, State, and local reports as appropriate, including the writing of grants.
- Work involves frequent traveling to other jurisdictions in uncontrolled weather conditions;
- Performs other tasks and assignments as needed in the performance of responsibilities and as benefits the County Attorney.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**Revised 4/4/2019**