

POSITION DESCRIPTION

CRIME VICTIM/WITNESS ADVOCATE

GENERAL PURPOSE

The Employee in the position performs a variety of duties in regards to crime victim/witness advocacy. A crime victim/witness advocate will be responsible for contacting, assisting, and notifying victims in regards to their legal rights as victims. The Employee will maintain contact with victims/witnesses as they navigate the legal process. The Employee will also be responsible for assisting with grant writing and grant maintenance. The Employee will provide services to victims of both city and county crimes.

SUPERVISION RECEIVED

The Employee will work under the direct supervision of the County Attorney or their designee.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Employee in this position has the following duties and responsibilities:

- a) Contact victims of crime and advises them of their rights as victims.
- b) Assists victims in obtaining services provided by their victim rights.
- c) Advocates for victims of crime.
- d) Attends legal hearings, interviews, trials, and other legal functions, which the victim is required to attend.
- e) Maintains contact with the victim throughout the legal process.
- f) Remains knowledgeable with state law and procedure as it pertains to the court process, crime victim's rights, and advocacy work.
- g) May be called to duty outside of business hours to assist victims as needs arise.
- h) Grant writing and maintenance.
- i) Will work with confidential criminal justice information.
- j) Will work closely, openly, and professionally with members of the Police Department, Sheriff's Department, County Attorney's office, City Attorney's Office, and all facets of the court systems.

- k) Coordinate with all agencies listed above to enact an action plan for Marcy's Law, which will go into effect on July 1, 2017.
- l) Maintain contact with the County Attorney or their designee regarding involved cases and victims.
- m) Performs duties, and attends training as determined necessary for victim advocacy by the County Attorney or their designee.

REQUIRED EDUCATION AND/ OR EXPERIENCE

The Employee chosen for this position is required to have the following minimum qualifications.

- a) Graduate of accredited High School or GED equivalent.
- b) Working knowledge of computers, electronic mail, internet, and the ability to learn law enforcement computer programs.
- c) The Ability to communicate effectively and compassionately with victims of crime.
- d) The Ability to communicate in a professional manner both verbally and in writing.
- e) The ability to handle stressful situations, follow instructions, and perform tasks effectively and efficiently.
- f) The ability to utilize sensitive confidential criminal justice information according to federal, state, and local laws.
- g) The ability to submit to drug and alcohol screening on demand by the County Attorney.
- h) The ability to type, possibly requiring a typing test.

PHYSICAL DEMANDS

The following physical demands are representative of the tasks required to successfully perform the minimum functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

To perform the requirements of this position, the employee is required to sit, talk, hear, and see. The employee in this position is required to use hands, fingers, and must operate objects, tools, controls, and reach with hands and arms. The position may require shift work in rare occasions and call outs.

The employee in this position must occasionally lift and/or move up to 40 pounds.

CONCLUSION

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignments to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

BEAVERHEAD COUNTY is seeking applications for a Victim/Witness Advocate. The advocate will work closely with victims of every type of crime committed in Beaverhead County. The advocate must also be willing to compassionately assist victims of violent and sexual crimes as well as property crimes. The advocate will also work closely with witnesses of crime to coordinate appearances at hearings and trials, and to help facilitate testimony. The advocate will be a Beaverhead County Employee under the direct supervision of the Beaverhead County Attorney. The advocate will also work closely with the Dillon City Attorney and victims of misdemeanor crime committed within the City of Dillon. The position is part-time with the possibility of full-time employment in the future. The advocate will start at a salary of \$15.14 per hour. The advocate will be eligible for sick leave and vacation, but no other benefits will be offered at this time. Questions can be directed to the Deputy Beaverhead County Attorney, Michael Gee, at 406-683-3730. The advocate is required to be a High School graduate (or GED equivalent), but no experience is necessary.

Please submit an application and cover letter to the Job Service in Dillon, MT.