



COUNTY OF NYE

CLASS TITLE: Victim Advocate

BASIC FUNCTION:

Under general direction of the District Attorney or designee, performs a broad range of complex and sensitive support duties for victims/witnesses designed to assist participants in coping with the trauma and impact of being a victim or witness to a crime; facilitate the appearance of victims and witnesses at necessary proceedings; act as a liaison between victims and service/resource providers; develop safety plans; perform community outreach; and identify and pursue potential grants.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Assist victims/witnesses through the judicial process by providing information and required notifications regarding the legal process and investigation process and concerning the availability of community resources such as shelter, treatment, education, legal assistance, and financial aid.
2. Develop and implement victim/witness educational and informational materials and to provide information on the criminal justice system, case status, and restitution process; educate victim/witness on their rights, options, resources, and obligations associated with the criminal justice system; and assist the preparation of impact statements.
3. Provide crisis intervention for victims and provide emotional support and guidance through the various recovery steps involved in being a victim of crime.
4. Establish and maintain a network of community support for victims/witnesses and coordinate outreach efforts; collaborate with other professional and community service providers such as counseling, medical and dental care, protective services, psychiatric services, childcare, food, clothing, and related services.
5. Assist traumatized victims/witnesses to make a safety plan, provide appropriate referrals, and establish an appropriate course of action.
6. Assist victims in preparing and filing protective orders and other legal forms.
7. Identify and solicit available grant programs; prepare correspondence, assessment reports, case records and reports related to grant/program activities; prepare financial, statistical, and operational reports for compliance with grant requirements; and directs the maintenance of and maintains records and prepares a variety of periodic and special reports.

8. Review and evaluate legislation and regulations related to program activities and ensure compliance with standards and guidelines.
9. Work with a variety of community organizations and individuals to arrange and coordinate services, promote the program, and solicit support.
10. Represent the District Attorney's Office in community meetings.
11. Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work to benefit the victim/witness and the integrity of the case.
12. Identify, develop, and facilitate training for victim rights, sexual assault, and domestic violence.

EDUCATION AND EXPERIENCE:

A high school degree or equivalent and any combination of training, education, and experience that would provide the required knowledge and abilities to perform the duties necessary.

Equivalent to two (2) years of college level course work in criminal justice, sociology, psychology, or a field related to the work. Experience providing direct information and support to victims and witnesses may be substituted on a year-for-year basis for the education.

KNOWLEDGE OF:

Nye County's legal system policies and procedures; Nevada Revised Statutes, regulations, and laws pertaining to victims/witnesses; practices and procedures of filing legal documents in accordance with the Nevada Revised Statutes; terms and acronyms commonly used in assigned area of law; structure and function of the criminal justice system; community organizations and utilization of public and private community resources; computer applications related to the work; office administrative practices and procedures; letter writing and the standard format for typed materials.

SKILL IN:

Ability to stay calm while working with people in crisis situations; communicate and interact with individuals from diverse social, economic and ethnic backgrounds; principles and techniques of preparing effective written reports, grant applications, and informational or educational materials; ability to maintain cooperative relationships with the public, coworkers, and other agencies while managing sensitive/confidential information and uncomfortable situations; use of basic office equipment, filing, record keeping and record retrieval.

ABILITY TO:

Interpret and analyze policies, procedures, regulations and laws; prepare clear and concise reports and make effective presentations; evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications; read and comprehend technical research materials and federal/state regulations pertaining to grants; maintain accurate records; and communicate effectively orally and in writing with victims, community partners and the general public; and work responsibly under minimal supervision.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provide work assignments to supporting staff.

CONTACTS:

Victims, co-workers and other DA department personnel, law enforcement officials, attorneys, court personnel, general public, community service providers, grant managers, county administration.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to work in a typical office setting and use standard office equipment; ability to drive to attend meetings and transport clients to and around communities throughout Nye County; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone.

In compliance with applicable disability laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodation. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

WORKING CONDITIONS:

Work extended shifts or be called back in emergency situations. Occasional travel.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES OF EQUAL OR LESSER VALUE.

CONDITIONS OF EMPLOYMENT:

Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide any required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other related duties, of equal or lesser value, as required.