



## **Victim Witness Advocate (1118)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 15

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to provide guidance, support, information and crisis counseling to victims of crime throughout the criminal justice process.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Oversees the provision of victim services and advocacy for victims of crime; begins advocacy process as early as the time the victimization occurs, and extending throughout the post-adjudication process; collects data that documents the number of new and existing victims served, victim demographics, types of crime involved, and types of services provided to the victims; assumes responsibility for program policy recommendations.

Establishes and maintains close working relationships with law enforcement agencies and public, private and non-profit victim service providers; develops and provides programs to the community, law enforcement agencies and other local organizations related to victim witness issues and services; familiarizes and trains a variety of law enforcement personnel, attorneys and/or volunteers concerning victim rights, the criminal justice system, and issues of concern involving victims and witnesses.

Researches, coordinates and prepares grant proposals for available government funding for victim/witness assistance programs; administers grant appropriations, maintaining records and preparing reports for submission as required by funding authorities; maintains files of grant sources and supporting data.

Serves as a member, or assigns designee to serve as a member, of various committees, panels, commissions, etc., and attends meetings and provides input based on expertise and observations.

Attends training as required.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor's Degree in Psychology, Sociology, Criminal Justice or related field required; supplemented by one year of experience in criminal justice, paralegal, counseling or social work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license and National Advocate Credentialing Program (NACP) Intermediate Credentialing Certification.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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