

Code: 3146

Title: VICTIM WITNESS ADVOCATE - COUNTY ATTORNEY

**SUMMARY:** Establishes communication with victims/witnesses, provides crisis intervention services, advises victims of their statutory rights, keeps victims/witnesses informed regarding their cases, provides referrals to appropriate community resources and serves as a liaison between victims/witnesses and county attorney office personnel.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the manager)

Responds to requests by law enforcement and other concerned parties to provide crisis intervention services for crime victims and witnesses;

Assists clients in meeting immediate needs including, but not limited to, safety, medical care, legal services, food, transport, clothing and shelter;

Refers clients, when appropriate, to other public or private service providers;

Conducts developmental-appropriate crisis interventions with children of all ages and educates parents/caregivers on how to recognize and mitigate crisis reactions;

Provides information to victims and witnesses concerning their statutory rights, procedures of the criminal justice system and facilitates communication with various representatives of criminal justice agencies;

Maintains contact with victims and witnesses as needed and accompanies them to court to provide support and information;

Serves as a liaison between the victim and attorneys and consults with attorneys regarding trial preparation/victim opinion;

Assists victims in applying for compensation through the Pima County Crime Victim Compensation Board;

Documents client services, contacts and referrals in a designated database;

Prepares and delivers training to volunteers, law enforcement, social service agencies and the public regarding crime victim issues;

Performs staff back-up duties to support and advise volunteers during weeknights, weekends and holidays;

Coordinates and directs volunteers that are performing crisis intervention services or court duties;

Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;

Develops and maintains sound working relationships with county attorney staff as well as personnel from law enforcement, medical and social services agencies;

Participates in staff meetings and ongoing training.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- basic criminal law and procedure and its application to crime victims;
- relevant federal and state laws, rules and procedures;
- crime victim's rights;
- available community resources for social, medical and economic purposes.

Skill in:

- utilizing the current crisis intervention model with victims;
- dealing with the public in highly stressful situations;
- working with clients and relaying empathy while providing information and support;

- maintaining the confidentiality of clients;
- preparing and delivering training to volunteers and other personnel;
- working quickly and calmly in emergencies;
- working independently and applying good judgment in crisis situations;
- working with individuals from diverse backgrounds;
- operating a computer and other common office equipment;
- communicating effectively both verbally and in writing;
- establishing and maintaining effective working relationships;

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in social or behavioral science, criminal justice, public administration or closely related field as determined by the appointing authority at the time of recruitment and one year of experience in the area of assignment or other closely related field.

(Experience as a Pima County Attorney's Office Victim Witness Volunteer would satisfy the experience in the area of assignment requirement)

(Additional relevant education from an accredited college or university or experience may be substituted for any or all of the aforementioned education or experience)

OTHER REQUIREMENTS:

Licenses and Certificates: Requires possession of a valid Arizona driver's license with appropriate endorsement(s), as defined by the appointing authority at the time of recruitment. Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: All applicants must pass a criminal history background investigation prior to appointment. Some positions may require bilingual incumbents (English/Spanish) as determined by the appointing authority at the time of recruitment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.