

CLINTON COUNTY JOB DESCRIPTION

CRIME VICTIM RIGHTS ADVOCATE PROSECUTING ATTORNEY'S OFFICE

All candidates must submit an electronic Clinton County Application for Employment accompanied by a resume, cover letter and references.

Only qualified candidates who are selected for an interview will be contacted.

TITLE: CRIME VICTIM RIGHTS ADVOCATE
EMPLOYEE GROUP: GRANT FUNDED/ FULL-TIME
SALARY RANGE: \$21.33-\$23.52 PER HOUR (DOQ)
ADDITIONAL INFO: <https://www.clinton-county.org/178/Human-Resources>
APPLICATION DEADLINE: OPEN UNTIL FILLED

Supervised By: Prosecuting Attorney's Office
Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Prosecuting Attorney's Office, to provide services to victims and witnesses of crimes, with particular emphasis on serious crimes against persons; performs advocate duties for victims within the criminal justice system; performs advocate duties on an as needed basis; performs other duties as required.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. **Victim Notification:** Continue to send Victim Rights' letters followed by notification of hearings to victim's in the District, Circuit and Juvenile courts. Support victims' issues; relate information to the victim/witness by letter or by phone. Send in Quarterly report and Final Expenditure Report to Crime Victim Service Commission.
2. **Victim Assistance:** Continue to assist victims with notifications, obtain impact statements, collect information regarding restitution (by medical, damage, larceny, etc). Assist the victim with the compensation claim forms for injured victims or a family member when the victim is deceased; refer to appropriate service/counseling providers; escort the victim/witness and provide support services to victims/witnesses to/from court hearings. Continue as support staff with the prosecuting attorneys, i.e., setting up appointments, contacting victims, getting victim/witness into the courthouse for a tour of

- the courtroom, working with the prosecuting attorney, getting the victim/witness in and out of the courtroom, and provide a waiting room solely for the victim/witness.
3. Community Awareness/Training: Continue with presentations to service groups/schools/general public within the county; continue with the state and national level with victim rights issues and support victim rights week; assist with local/county training at police departments, service organizations and the Victim Rights Forum.
 4. Networking: Continue to be an active member at the state/national level, attend meetings, workshops and seminars and training; networking with other counties, assist other advocates with an open door/job shadowing to service others pertaining to victim rights issues; keep updated on legislative issues; maintain a close working relationship with the legislators on issues in the Crime Victim Rights Act and during Crime Victim Rights Week; provide old/new information with interoffice personnel to conform with the laws in providing "Victim Rights Notification."
 5. Case management including analyzing files, developing action plan for the case and monitoring case progression; may be required to write grants.
 6. Provides direct services to victims of crimes, including crisis intervention and short-term counseling support; assistance with property release; provides information and referrals for personal safety and security issues including referrals for personal protection orders; makes other referrals when needed to appropriate community resources.
 7. Provides information on the status of an investigation or court case, including any plea negotiations; notifies victims of hearing dates, times, places, sentencing and final dispositions; assists victim with automated victim notification system.
 8. Provides assistance in preparing statements for court at the time of sentencing; assists victims with court preparation by explaining the process; accompanies victims to court hearings; offers victims a safe and private area while waiting to testify.
 9. Provides referral information about victim services available through the Michigan Department of Corrections.
 10. Acts as a liaison with law enforcement officers, prosecutors and social service agencies
 11. Maintains a daily log of all victim contacts.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in Criminal Justice, law enforcement, social behavior or related field. OR graduation from high school, two (2) years work in criminal justice, law enforcement, social sciences, or related field and two (2) years' experience in the legal system or progressively responsible community service agency OR any satisfactory equivalent combination of experience or training.
- Working knowledge of the criminal justice system, court proceedings and the legal system in the Prosecuting Attorney's office; knowledge of office procedures; ability to prepare reports and correspondence; ability to respond effectively in crisis situations with a judgement-free attitude; ability to work with individuals and agencies with a variety of backgrounds and purposes; familiarity with community resources and ability to make appropriate referrals for direct service; ability to work harmoniously with employees and volunteers; ability to prepare public awareness training and/or speak to public; participate in or delegate someone to participate in the Victim Witness Forum.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and the ability to learn new software programs applicable to the position.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office conditions.