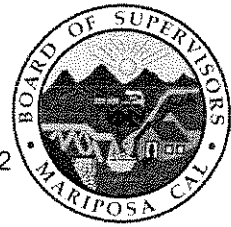




# MARIPOSA COUNTY

Human Resources/Risk Management • (209)966-3222



## **RESOLUTION - ACTION REQUESTED 2013-280**

MEETING: July 9, 2013

TO: The Board of Supervisors

FROM: Tessa Pritchard, Human Resources/Risk Manager

RE: Approve Amendments to the Victim / Witness Advocate Job Description

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve an amendment to the Victim Witness Advocate job description by adding a substitution clause to the minimum qualifications. The substitution clause will allow qualifying education to be substituted for the one year of experience currently required for the position. By adding a substitution clause, this will allow the District Attorney's Department more flexibility in the future to obtain qualified candidates during the recruitment process. At this time, the Department will be filling this position on an Extra-Help basis.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

In December of 2004, the Board approved the Victim Witness Advocate job description.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve the amendment as proposed. This may limit future applicant pools if not approved.

### **FINANCIAL IMPACT:**

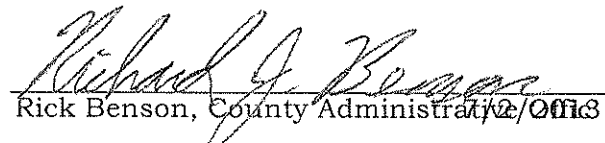
**Not Applicable**

### **ATTACHMENTS:**

**Victim-Witness Advocate(PDF)**

### **CAO RECOMMENDATION**

Requested Action Recommended

  
Rick Benson, County Administrator/2013

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Janet Bibby, District III Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Stetson, Jones, Bibby, Cann, Carrier

## **VICTIM / WITNESS ADVOCATE**

### **DEFINITION**

To provide comprehensive services and support to crime victims and witnesses; to facilitate victim and witness appearances in court; to provide referrals for victims and family members to public and private agencies for assistance; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the District Attorney and Victim / Witness Services Supervisor.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Identifies and informs crime victims of their legal rights and ensures their rights are protected; assists victims in completing victim impact statements.

Notifies family members when a person has been a victim of crime; notifies employers of the victimization of an employee or need for court appearance.

Provides crisis counseling and emergency intervention to victims of crime; responds to the immediate material needs of victims, including shelter, food, transportation, clothing and medical care.

Provides emotional and moral support to victims of crimes; refers victims to other agencies in cases of physical, social and/or psychological injuries or anxieties.

Serves as liaison between the victim, witnesses, law enforcement officers, investigators, court personnel and other government and community organizations; intervenes with creditors as necessary.

Monitor appropriate court cases to keep victims and witnesses apprised of the progress and outcome of their cases; provides courtroom orientation to victims and witnesses, and accompanies them to court when support is requested.

Assists in preparing victims and witnesses for court testimony.

Attends court proceedings, bond / parole hearings and trials.

Observes interviews conducted by law enforcement and attorneys of children victimized by sexual and physical abuse.

Assists victims of crime in re-claiming items that may have been retained by law enforcement personnel for evidence purposes.

Assists victims in filing, processing, and verifying applications with the State Board of Control for financial assistance with medical expenses, lost wages, counseling expenses, funeral expenses, etc.

Provides follow-up services to victims of crimes and their families.

Participates in efforts to educate law enforcement officers and citizens about crime victimization and other crime-related issues; gives presentations to school, community and civic groups as requested to increase public awareness and support of the Victim-Witness Services Program.

Assists in coordinating program activities with those of other social service and government agencies as appropriate to better serve victims and witnesses.

Receives and responds to citizens' inquiries, concerns and complaints concerning program activities.

Performs routine administrative and clerical work as required, including but not limited to preparing reports and correspondence, compiling data for reports, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, etc.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Legal rights of crime victims.

Principles of interviewing and problem-solving methodology.

Structure, functions and processes of the criminal justice system.

Crisis intervention, interviewing and counseling techniques.

Basic psychology and sociology as they relate to victims of crimes and their needs.

Related agencies, organizations, volunteer programs or individuals providing assistance to victims and/or witnesses of crime in Mariposa County.

Modern office practices and technology, including the use of computers for word processing and records management.

Basic arithmetic.

English usage, spelling, grammar and punctuation.

Safe work practices.

Community relations and public speaking methods.

**Ability to:**

Learn, understand, interpret and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Use initiative and sound, independent judgment within established guidelines.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and make and implement recommendations in support of goals.

Provide crisis intervention, trauma reduction and follow-up counseling assistance.

Work effectively in a calm and effective manner under conditions of limited supervision, high stress, and rapidly changing circumstances with emotionally distraught, traumatized and/or disorderly individuals or groups.

Deal tactfully and effectively with the public and with others contacted in the course of work.

Demonstrate sensitivity to the cultural and ethnic diversity of the population served, and to the special needs of victims and witnesses.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Maintain the security and confidentiality of specified records, information and files.

Work with sensitive and graphic topics.

Use computers effectively for word and data processing and records management.

Safely operate office equipment.

Perform mathematical computations with accuracy.

**TYPICAL WORKING CONDITIONS**

Most work is performed in a normal office environment; work involves some travel within and out of the County to various locations. Incumbent may be exposed to adverse weather conditions and violence, and must be willing to work irregular hours as required.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; to drive a motor vehicle; to lift and/or move weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and camera equipment.

Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

One year of para-professional victim services, peer counseling, crisis intervention, social services or related experience.

#### **Education:**

High school diploma or GED equivalent. Completion of 18 units of college-level coursework from an accredited college or university in behavioral science, psychology, sociology, criminal justice or a closely related field.

#### **Substitution:**

The possession of an Associates of Arts Degree or a Bachelor of Arts / Bachelor of Science Degree from an accredited college or university in behavioral science, psychology, sociology, criminal justice or a closely related field may be substituted for one year of para-professional victim services, peer counseling, crisis intervention, social services or related experience.

#### **Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Must successfully complete the required minimum 40 hours of entry-level advocate training curriculum (16 hours of Systems component and 24 hours of Services component), as detailed in the appropriate California Victim/Witness Assistant Program, within one year of employment.

Must have the ability to pass the California State Department of Justice fingerprinting clearance.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**