

Champaign County Job Description

Job Title: Victim Witness Advocate

Department: State's Attorney

Reports to: State's Attorney

FLSA Status: Exempt

Grade Range: G

Prepared Date: August, 2009

SUMMARY Initiates and maintains contact with victims of criminal cases filed by the State's Attorney's Office. Provides guidance and support while victims are involved in the criminal justice system.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for the day-to-day operations of the Victim Witness Services Program and reports to the State's Attorney regarding the program's progress. With the advice and approval of the State's Attorney, formulates and implements procedures and recommends policies designed to enhance the effectiveness of the program and to further the goals, policies and initiatives of the State's Attorney.

Initiates victim contacts. Provides information, referrals and other appropriate assistance to victims, including walk-in and call-in victims.

Sets goals for Victim/Witness Program including development of programs which will inform the public about the program.

Develops and presents programs for groups, including police departments, regarding the program and the services which are provided. Develops program brochures and other publications.

Accompanies victims to court.

Establishes contact with law enforcement and victim-oriented social service agencies.

Reviews new cases daily to determine victim contact needs.

Provides education and training about victim services to Victim/Witness Program staff and the State's Attorney's staff.

Collects, maintains and analyzes statistical data on victims, nature of offenses and program services which were provided.

Prepares grant applications and quarterly and annual progress reports.

May be responsible for maintaining LEADS certification and running criminal history checks.

SUPERVISORY RESPONSIBILITIES This position has limited supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's degree (B. A.) from a four-year college or university with a major in social work or a related field. One to three years' previous experience in criminal justice and victim rights is beneficial; or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read and interpret documents such as law enforcement reports, governmental or agency regulations and legal interpretations. Ability to write reports, business correspondence and policy and procedure recommendations. Ability to speak effectively before individuals, public groups and employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

REASONING ABILITY Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. Occasionally will do home or on-site visits. The noise level in the work environment is usually moderate.