

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** MAY 2, 2007

### **CRIME VICTIMS ADVOCATE**

**DISTINGUISHING FEATURES OF THE CLASS:** Under direct supervision, an employee in this class performs paraprofessional duties involving both initial and continuing direct, personal contact with victims and/or witnesses for the Victim Witness Assistance Program, and assists the professional staff in case file set-up and maintenance. The incumbent establishes a working relationship with the victims and witnesses, providing them with necessary information on court procedures and accompanying them throughout the entire court process. Direct supervision is received from the Inspector/Chief of Investigations. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Contacts victims and witnesses and employers by telephone and/or letter concerning pre-trial, hearing and trial times, cancellations, grand jury summonses, subpoenas and disposition of cases;
2. Escorts victims and witnesses to and from trial; attends case from pre-trial hearing through verdict and sentencing;
3. Answers phone calls and inquiries concerning case information; explains all hearing and trial procedures;
4. Writes and sends follow-up letters of notification when necessary;
5. Recovers evidence from trial that should be returned to the victim/witness;
6. Performs general clerical activities such as light typing, filing, telephone coverage;
7. Arranges for interpreters, transportation, baby-sitters, travel plans and lodging accommodations for victims and witnesses.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the structure, organization and procedures of the criminal court system; good knowledge of the structure, organization and procedures of the District Attorney's office; working knowledge of the principles and techniques of interviewing; ability to develop and maintain satisfactory relationships with victims, witnesses, supervisors, fellow employees and the public; ability to communicate clearly and concisely, both verbally and in writing; good powers of observation and perception; good judgment; tact; physical condition commensurate with the demands of position.

#### **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Criminal Justice, Human Services, Psychology, Sociology or any behavioral science related to community services; **or**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Criminal Justice, Human Services, Psychology, Sociology or any behavioral science related to community services **and** two (2) years of experience in the delivery of health, social or community services; **or**
3. Graduation from high school or possession of a high school equivalency diploma **and** four (4) years experience in the delivery of health, social or community services.

#### **NOTE:**

**Part-time or verifiable volunteer experience will be pro-rated toward meeting experience requirements.**

05/02/2007; 05/04/2004; 04/19/2000