

3.001

**VICTIM ADVOCATE**  
**(Unclassified)**

**NATURE OF WORK IN THIS CLASS**

This is technical support work involved in providing emotional support to victims of crime and their families. Employees in this class perform support work when dealing with victims of the crime.

**ILLUSTRATIVE EXAMPLES OF WORK** *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Provides emotional and material support to victims of crime and their families.

Assists in crisis intervention and mediation between victims and perpetrators, and family members as needed.

Assesses and evaluates victim's needs (i.e. shelter, counseling, referrals for restraining order, etc.).

Orientates victims in court proceedings process as witnesses; accompanies victim/witness to court appearances and/or grand jury sessions.

Provides public awareness and outreach programs and educational presentations.

Assists victims in filing for restitution, Criminal Injuries Compensation Commission applications, and victim impact statements.

Assists victims in requesting parole notification and assists parole officers in locating victims.

Attends Violent Task Force meetings.

Maintains records of victim vital statistics.

Performs related work as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of victim behavior.

Ability to provide emotional support to victims of crime and their families.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)**

Ability to assist victims in preparing forms for restitution, applications, and victim impact statements.

Ability to assist victims in crisis intervention and mediation between victims and perpetrators and family members as needed.

Ability to accompany victims to court appearances and/or grand jury sessions.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING**

- A Two (2) years of experience in victim support work and graduation from high school;  
or
- B Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**ESTABLISHED: MARCH 2001**

**PAY GRADE: K**

<b>HAY EVALUATION:</b>	<b>KNOW HOW:</b>	<b>D12</b>	<b>152</b>
	<b>PROBLEM SOLVING:</b>	<b>D3 (29%)</b>	<b>50</b>
	<b>ACCOUNTABILITY:</b>	<b>D1C</b>	<b><u>57</u></b>
			<b>259</b>



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**LUIS R. BAZA**  
**Executive Director**  
**Civil Service Commission**