

VICTIM/WITNESS SUPERVISOR
(Unclassified)

NATURE OF WORK IN THIS CLASS

This is supervisory work involved in supervising the Victim Advocate unit. Employees in this class perform the full range of supervisory duties and responsibilities.

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.)*

Supervises the victim advocate unit involving direct services to victim/witness of all crimes, case management, and public awareness and education.

Oversees the operation of the Victim/Witness Ayuda Services.

Provides staff orientation and training

Prepares quarterly reports on Victim/Witness Ayuda Services activities.

Performs related work as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of supervisory principles and practices.

Ability to supervise the work of others.

Ability to train and orientate staff.

Ability to prepare quarterly reports on Victim/Witness Ayuda Services activities.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A** Three (3) years of experience in social support or paralegal 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: L

HAY EVALUATION:	KNOW HOW:	EI2	175
	PROBLEM SOLVING:	D3 (33%)	57
	ACCOUNTABILITY:	D1C	<u>66</u>
			298



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