

LINN COUNTY CLASSIFICATION

TITLE: CRIME VICTIM SPECIALIST (DA)

NUMBER: 513

PAY RANGE: 09

CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER

NUMBER: 2003-018

DATE: January 22, 2003

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assists victims of crimes within guidelines established by the District Attorney's Office. Work is often confidential and includes direct contact with victims and clerical work. Work includes providing timely, knowledgeable, and supportive services to victims of crimes. Responsible for tracking services provided and preparing reports.

SUPERVISION RECEIVED: Works under the general supervision of the District Attorney (DA), and under the direct supervision of the Office Manager.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of positions in this classification, but an incumbent may assist in the job orientation of new personnel, or those who are being cross-trained.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provide acute services to victims and witnesses during normally scheduled workweek in the office and in the courthouse. Provide after-hours acute services to victims by phone.
2. Make initial contact, by telephone or in person, with identified victims of crime. Explain services available, including an explanation of the criminal justice process, case information, referral services, crisis intervention, victim advocacy, court accompaniment services, as appropriate.
3. Work with victims to determine restitution and make referrals to Crime Victim Compensation.
4. Coordinate efforts and share information with Deputy District Attorneys as well as with other Crime Victim Specialists and volunteers, in order to deliver justice and achieve the best possible outcomes for victims of crime.
5. Make travel and lodging arrangements for victims and witnesses whose presence is necessary to Deputy District Attorneys for effective prosecution.
6. Utilize computerized case management system to enter all information relating to each victim and witness in a timely manner. Ensure that victim and witness information is accurate and up-to-date at all times.
7. Track all services provided for purposes of obtaining and reporting grant funding and for office efficiency.
8. Provide up-to-date information to DA staff concerning victim rights.

9. Assist with community education about victim rights, through public speaking and by serving on related community organization committees.
10. May recruit, train, and supervise volunteers to assist in a victim services program.
11. Must maintain information obtained in confidence pursuant to office policy.
12. Develop and maintain effective, harmonious, and professional work relationships with others.
13. Must be able to work with and respond appropriately to highly agitated and threatening people.
14. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

1. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the criminal justice process or ability to learn same. Ability to communicate effectively with others and maintain positive professional working relationships with DA office and law enforcement agency personnel, victim assistance volunteers, and community agency personnel. Ability to make decisions independently in accordance with established policies and to use initiative and judgment to carry out tasks and responsibilities with only general instructions and guidance, to perform recurring duties without specific direction, and to complete new tasks with minimal supervision; ability to use tact and judgment in dealing with the public and to work harmoniously with other employees. Ability to keep information confidential.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school; college degree in a related field preferred. Experience dealing with crime victims and volunteers. Working in criminal justice or social services may be accepted; or any satisfactory equivalent combination of experience, education and training that demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. No criminal convictions. Must be willing to live in Linn County and have a home telephone. Must conduct himself or herself with complete personal integrity and the highest professional ethics.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to move about the workplace and to communicate with victims, witnesses, and co-workers in a manner that accomplishes all the functions, requirements, and objectives of this classification; to handle or operate objects or controls customary to the classification; and to lift and move thirty (30) pounds.