


JOB DESCRIPTION

<p>County of York</p>  <p>Human Resources</p>	<p>VICTIM WITNESS ADVOCATE SUPERIOR/DISTRICT COURT</p> <p>Status: Full-Time</p> <p>FLSA: Non-Exempt</p> <p>Salary: \$17.96 - \$20.03 Hrly.</p> <p>Union: M.S.E.A. – Grade 6</p> <p>Reports To: Director of the Victim-Witness Program</p>
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JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

This full-time position will provide direct advocate services to victims and witnesses as assigned through the Director of the Victim-Witness Program in the criminal justice system in York County. The Victim Witness Advocate provides information and assistance to victims of crimes, including domestic violence and other assault, burglary, theft and other crimes; acts as liaison between victims, witnesses and the District Attorney, and provides trial support to the District Attorney and/or the Assistant District Attorneys.

SUPERVISION RECEIVED AND EXERCISE

Works under the general supervisor of the Director of the Victim/Witness Advocacy Services Program and/or the District Attorney and his/her designee who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations and state laws.

ESSENTIAL DUTIES

Essential Duties/Responsibilities:

1. Contacts victims to assess their physical and emotional injuries and economic losses and determines their position concerning disposition of case. Informs victims of and complies enforcement of Maine statutory Victim's Rights.
2. Assists victims by maintaining contact and providing them with information and assistance throughout the duration of the case and provides victim with outcome of criminal case. This includes notification of court hearings trial, sentencing, discussing restitution, explaining plea negotiations, and soliciting input and response to District Attorney's recommendations.
3. Assists victims by preparing and sending correspondence to them, familiarizing victims, and witnesses with the criminal justice process, including stages such as grand jury, arraignment, motion days, plea negotiations, sentencing, probation, deferred disposition, and appeals.
4. Determines amount of restitution due to victims of personal injury and property crimes, assists victims in compiling documentation to verify restitution requests; notifies District Attorney of restitution requests.
5. Notifies all eligible victims of Victim's Compensation Fund and assists victim with application for compensation.
6. Assists District Attorney to produce victims and witnesses for trial by maintaining contact as directed with victims throughout criminal process and notifying all civilian victims of all required court appearances and arranges for transportation as needed.
7. Provides the prosecutor with information about victim availability for trials and hearings.
8. Provides referrals to victims to appropriate agencies and services (Caring Unlimited; Sexual Assault Response Support Services, Maine Crime Victim Compensation Program etc.)
9. Prepare crime victims for and court hearings and attends court hearings with victims as support and explains the Court's rulings. The court hearings may be held by zoom or in person hearings.
10. Inform victims of their rights to submit a Victim Impact Statements for sentencing hearings and coordinates this process in the Courts.
11. Coordinates with Department of Corrections Victim Services in regards to victim contact information and assists with submitting requests for Prisoner Release Notification forms.

12. Submits to Office Manager all requests for witness fee and mileage payment, disburses payments to victims and/or witnesses. Coordinates out of state hotel, transportation and food allowances for victims traveling to Maine.
13. Makes mandatory child protective reports to DHHS when appropriate and assists in the opening of cases in DA database and referral of cases to law enforcement.
14. Assists crime victims and the prosecutors by helping them prepare for court.
15. Maintains professional and technical knowledge by attending educational workshops; establishing personal networks; participating in professional organizations.
16. Contributes to Victim Witness Department team efforts in DA Office.
17. Fulfills job functions by participating as an active member of training and participates on county task forces as directed by supervisor.
18. Performs other related duties as requested by the District Attorney, Office Managers and Victim Witness Director.

EXPERIENCE AND CERTIFICATIONS

Knowledge/Skills/Experience:

High School diploma or equivalent required, Associate's Degree in social work or criminal justice preferred. One (1) year working in a law environment or social service field is desirable. Experience working in a crisis intervention setting is desirable. Prior experience working in the criminal justice system preferred. Familiarity with legal terms and court procedures preferred. Proficiency in Microsoft Office is required. Ability to learn basic criminal procedures and victims' rights laws is required. Possession of a valid and insurable State of Maine Driver's License is required. Availability and ability to travel is required. Ability to effectively communicate with the public is required. Ability to work in a team setting with commitment to high level of confidential customer service is required. Must be able to multi-task, prioritize and work under pressure to meet deadlines. Must pass a full criminal and motor vehicle background check. Ability to use Zoom to attend necessary court hearings.

License or Certificate:

Valid Maine Driver's License.

NECESSARY SPECIAL REQUIREMENT

- Must be 18 years of age or older.
- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.
- Must be able to utilize a computer and adapt to new technology.

Environmental Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from the phones, public inquiries, and other staff.

Physical Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use computer keyboard, file, writing, and answering phones. The employee is frequently required to walk, talk and hear. The employee is occasionally required to climb or balance; stoop or kneel. They may be expected to life and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUBMITTAL INSTRUCTIONS

This position is being posted both internally and externally. Any interested internal candidates must submit a York County application, resume, and cover letter to Human Resources no later than **Wednesday, August 3, 2022, at 12 pm.**

The position will remain open until filled.

- York County applications can be located and downloaded from:
www.yorkcountymaine.gov
- Applications/cover letters/resumes can be mailed to:
York County Government
Attention: Human Resource Department
45 Kennebunk Road
Alfred, ME 04002

- Applications/cover letters/resumes can be *dropped off* at our physical address:
York County Government
Attention: Human Resources Department
149 Jordan Springs Road
Alfred, ME 04002

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.

The intent of this position description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description.

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