

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: VICTIM ASSISTANCE ADVOCATE – JDC15

Exempt: No	Job Type: 4302
Pay Grade: EIII	Department: Office of the Sheriff
Approved/Reviewed By: Sheriff Darren Weekly	Date: 01/10/2023

General Duties: Performs a variety of duties related to the office's Victim Assistance Program. Will contact victims of crime to offer support, information, counseling and resources.

Supervision Exercised: Has supervisory responsibility as needed over volunteers including On Call Supervisor duties.

Supervision Received: Reports directly to the victim assistance coordinator.

Examples of Duties and Responsibilities:

- Help victims regain their physical and emotional well-being by means of intervention and advocacy.
- Assess the needs of victims and makes the appropriate referrals and necessary follow-up.
- Keep victims informed about the status of their case.
- Assist victims with the return of their property.
- Inform victims of the release of the defendant from custody pending prosecution.
- Make program recommendations.
- Provide for rights of victims as indicated in the Colorado constitutional amendment giving victims rights.

Minimum Requirements:

- Minimum of B.A. or B.S. college degree preferred or a combination of education and previous experience in victim services or human services.
- High degree of communication skills.
- Full knowledge and understanding of the Colorado constitutional amendment giving victims rights.
- Has attended a Victim Assistance initial training course as described by COVA certification standards
- Possess a valid Colorado Driver's License.
- Ability to pass various qualifying examinations and investigative background investigation.
- Ability to work in a twenty-four hour on-call environment.
- Ability to read, write and speak the English language.

Essential Job Functions:

Computer Skills: Ability to utilize and understand a variety of computer systems. Ability to keystroke at established office levels. Must have basic user-level competency with Windows PC operating systems.

Office Policies and Procedures: Demonstrates working knowledge of compliance with all office policies, procedures and directives.

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of emotional stress. Demonstrates sensitivity to feelings of others; listens with empathy towards others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner calculated to calm volatile persons.

Legal Knowledge: Full knowledge of Colorado constitutional amendment giving victim's rights. Ability to testify in court. Able to explain the intricacies of the investigative and court processes to victims. Understand the victim compensation programs.

Mental Abilities: Ability to reason and apply logic in a multi-tasking environment. Comprehends and processes new information quickly and accurately. Retains relevant information.

Public Interaction: Ability to interact with diverse groups and cultures in a complex society.

Social Skills: Establishes and maintains effective relationships with peers, supervisors and the public. Have an open, non-judgmental attitude towards victims regardless of the circumstances.

Vehicle Operation: Operates vehicles during routine under varying road weather and lighting conditions.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds.

Written Communication and Data Entry: Prepares reports, memos, forms, etc. This includes the documentation of own observations and actions; statements of victims, witnesses, and suspects. Writes legibly using acceptable grammar, punctuation and spelling. Assures accuracy of information.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements.

Other: In the event of an emergency/disaster in or near the County, all County employees are

expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.