



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Victim Advocate	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>REVISED:</b>	

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**Summary:** Under general supervision, performs special casework services to provide advocacy, assistance, information and special services to victims of crimes.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Reviews law enforcement crime reports and victim files from attorneys, and communicates with victims of crimes; acts as liaison with law enforcement and prosecutors; reviews cases and determines victim assistance needs.
- Notifies victims of case status, criminal proceedings, trials, court hearings, and case dispositions; educates each victim regarding the legal process and the rights afforded them under the law; advises clients of community resource programs, and provides assistance for victims and their families.
- Provides case information and explains how the criminal justice system works.
- Works closely with deputies and attorneys to assure victim's rights and needs are addressed.
- Provide crisis intervention by phone and in person to victims of crime.
- Provides direct services to victims and witnesses, such as transportation and referrals to community agencies for assistance
- Maintains VOCA (Victims of Crime Act) grant requirements; tracks services provided to victims, monitors results and budget, and generates reports as needed.
- Provides information and assistance within the scope of designated authority.
- Locates and distributes court documents as needed.
- Reviews and verifies reports and legal documents, and processes according to policy and procedures.
- Creates, updates and maintains records and case files; researches files and computer databases.
- Collects statistical data and compiles data for reports; assures the accuracy of databases.
- Addresses community organizations and citizen groups to explain the Victim Advocate Program.
- Explains nature of Sheriffs Office programs, procedures and services to clients.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of County policies and procedures.
- Knowledge of basic functions, procedures, and policies of the Sheriff's Office and the courts.
- Knowledge of laws and regulations governing the release of information from law enforcement records.
- Knowledge of caseload management methods and techniques.
- Knowledge of Wyoming Criminal Justice System, and Wyoming Victim Bill of Rights.
- Knowledge of local community resources and various community services programs.
- Knowledge of the principles of record keeping and records management.
  
- Skill in public relations and customer service.
- Skill in staying calm while working with people in crisis situations.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public, while dealing with sensitive information.
- Skill in maintaining a non-judgmental attitude with genuine concern and empathy for crime victims.
- Skill in interviewing, counseling and investigative techniques applicable to victim's assistance services.
- Skill in assessing victim's needs and adversarial situations.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in effectively communicating verbally and in writing.

### **Minimum Qualifications:**

Associate's Degree in Criminal Justice, behavioral sciences or related field, and one (1) year of experience in criminal justice services or crisis intervention; OR equivalent combination of education, training and experience. Must pass a thorough background investigation, and Victim Services training certification within six months of hire.