



## JOB DESCRIPTION

Title: **CRIME VICTIM ADVOCATE**

Department: Police

Class Code: 4135

FLSA Status: Non-Exempt

Effective Date: July 1, 1996 (Rev. 07/2008)

### GENERAL PURPOSE

Under the supervision of a Sergeant provides follow-up on all domestic violence cases, contacts and provides services to crime victims, recruits qualified victim assistance volunteers, facilitates volunteer training.

### EXAMPLE OF DUTIES

- \*-- Reviews and assesses violent crime reports as reported to the police by crime victims, witnesses, etc.
- \*-- Contacts victims of violent crimes (particularly domestic violence); provides information regarding legal process, resources (i.e. shelter care, treatment and education programs, legal assistance, financial aid), and investigation process.
- \*-- Supervises volunteers, assigns excess cases to volunteers and facilitates training of volunteers.
- Keeps statistical records of victim contacts.
- Assists clients in filling out and filing protective orders; attend protective order hearings and other court proceedings with client.
- Provides emotional support and crisis intervention for victims of crime.
- Obtain restitution information from victims and provide alternate means for the victim to be compensated for damages incurred as a result of criminal behavior.
- \*-- Provide liaison and coordination between the Murray Police Department and prosecuting agencies such as the Murray City Attorney's office; the Salt Lake County District Attorney's office, the Utah Attorney General's office for victim services, mental health professions, rape crisis centers and case follow-up.

- Coordinates and networks with other crime victim advocacy programs.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelors degree in Social Work, Psychology, or Criminal Justice and one (1) year experience working with crime victims, OR any equivalent combination of education and experience.

### Special Requirements

- Valid Utah Drivers License.
- Must be willing to be on call occasionally to assist crime victims at the scene.

### Necessary Knowledge, Skills and Abilities

- Knowledge of appropriate state and local laws relating to domestic violence and crime victims; legal terminology, court practices and procedures; modern office procedures to include personal computers.
- Ability to: interview victims and obtain relevant information; communicate effectively, verbally and in writing; follow written and verbal instructions; prioritize tasks; track and monitor funds; establish and maintain effective working relationships with employees and the public.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet and database software; phone, fax machine, copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.