

EMPLOYMENT OPPORTUNITY

ASSISTANT VICTIM WITNESS ADVOCATE

The Westmoreland County Victim Witness Program is seeking applicants for a full-time Assistant Victim Witness Advocate. Annual Salary: \$26,000. Bilingual and experience working directly with domestic and sexual assault victims preferred. Applications (use VA Form 10-012) and job description may be obtained either in person in the County Administrator's Office located in the George D. English, Sr. Memorial Building, 111 Polk Street, Montross, Virginia, by calling the County Administrator's Office at 804.493.0130, or online: www.westmoreland-county.org. Deadline: December 1, 2017. All applications received after the deadline will not be processed. Westmoreland County is an AA/EO Employer.

By Order of the Westmoreland County Board of Supervisors



ASSISTANT VICTIM WITNESS ADVOCATE

FULL- TIME- 40 HOURS PER WEEK

GENERAL DEFINITION OF WORK:

Performs professional and administrative work assisting crime victims and witnesses in Westmoreland County, Town of Montross and Town of Colonial Beach. Supervised directly by the Victim Witness Director and indirectly by Commonwealth's Attorney and Assistant Commonwealth's Attorney.

ESSENTIAL FUNCTIONS / TYPICAL TASKS:

Assisting victims and witnesses; responding to inquires; reviewing warrants and reports; maintaining records and files.

(These are intended as only illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position).

1. Attends sessions of General District, Juvenile and Domestic Relations and Circuit Court as needed or assigned.
2. Accompanies victims and witness to court, magistrate or police station, as necessary or requested.
3. Assists Commonwealth's Attorney's with coordination of meetings with victims and witnesses.
4. Answers telephone inquiries from victims and witnesses regarding current and past prosecutions.
5. Researches files to obtain necessary information to respond to inquiries.
6. Reviews warrants and investigative reports.
7. Assists victims with filing of Criminal Injuries Compensation claims and provides follow up as necessary.
8. Disseminates appropriate forms, brochures and other resource information to victims and witnesses as requested or required.
9. Communicates and coordinates with law enforcement agencies, the Commonwealth's Attorney's, court clerks and other advocates and service providers in order to assist/refer victims of crime as needed.
10. Submits quarterly reports for assigned case load, for review and submission to DCJS, to the Victim Witness Director.
11. Attend trainings to enhance service delivery to victims and witnesses as self identified/assigned by the Director.
12. Serve as a Spanish interpreter to Hispanic victims/witnesses and a source of cultural understanding.
13. Maintain client confidentiality.
14. Provide direct services, education and information to domestic and sexual assault crime victims and witnesses.
15. Performs related tasks as required/assigned by the Director.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of modern principles and practices of criminal prosecutions; general knowledge of legal office procedures, practices and methods. Ability to communicate ideas effectively, bi-lingual, both orally and in writing; ability to establish and maintain effective working relationships with victims and witnesses, court officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college and considerable experience working with the general public and within the criminal justice system. Preferably bi-lingual.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and negligible amount of force frequently or constantly to move objects; work requires walking and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken work levels, and to receive detailed information through oral communications/to make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data, operation of office machines. The worker is subject to both indoor and outdoor environmental conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Must be able to pass a criminal history evaluation.