

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Protective Service: Non-Sworn  
Adopted: 12/22/05

### **CRIME VICTIM ADVOCATE**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class has the responsibility for providing support services to victims of crimes. The incumbent in this classification assists, counsels, guides and accompanies crime victims throughout the entire court process, advising them about each step in the process and preparing them for any scheduled court appearances. An employee in the class acts as the liaison between the victim and the Assistant District Attorney prosecuting the case and assists with the filing of forms and statements. Work is performed under the direct supervision of the Oneida County District Attorney. Supervision of others is not a feature of this class. Incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Coordinates services for victims within the District Attorney's Office;  
Meets and maintains contact with victims from cases pending in the District Attorney's Office;  
Provides counseling, assistance, information, referrals and advocacy to crime victims;  
Prepares victims for court procedures;  
Accompanies victims to court as needed;  
Acts as liaison between law enforcement, prosecutors, court and defense attorneys, if necessary;  
Assists victims in filling out and filing necessary and required forms;  
Accompanies victims to attorney meetings, police departments, emergency rooms, etc., as needed;  
Maintains communication with victims throughout the progression of the case;  
Conducts follow-up interviews with victims.

**FULL PERFORMANCE KNOWLEDGE , SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the structure, organization and procedures of the criminal justice system; good knowledge of the structure, organization and procedures of the District Attorney's Office; working knowledge of the principles and techniques of interviewing; ability to develop and maintain satisfactory working relationships with victims, witnesses, supervisors, fellow employees and the general public; ability to communicate clearly and concisely, both orally and in writing; good powers of observation and perception; good judgment; tact; physical condition commensurate with the demands of the position.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Criminal Justice, Social Work or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice, Social Work or a closely related field **AND** two (2) years of experience in crime victim advocacy in a court system; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience as stated in (B) above.

Title adopted from "Victim/Witness Coordinator": 12/22/05