



## CLASS SPECIFICATION

Class Code: 15154  
Date Est: 05/2004  
Last Rev: 12/2020  
Last Title Chg:  
FLSA: non-exempt  
Probation: 6 months

### VICTIM/WITNESS ADVOCATE - SHERIFF'S OFFICE

#### **DEFINITION**

Under general supervision, performs a broad range of support duties for victims and witnesses; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in human services, criminal justice, or a closely related field AND one year of full-time experience interviewing victims or family members for crisis intervention or eligibility for programs or community services; OR five years of full-time experience interviewing victims or family members for crisis intervention or eligibility for programs or community services; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises no direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Review violent crimes and patrol reports, contact victims/witnesses to assess injuries, determine eligibility for financial aid, and assist with appropriate community resources.

Provide assistance to traumatized victims/witnesses on scene.

Provide information to victim/witness on the criminal justice system, case status, restitution process and related information and educate victim/witness on their rights, options, resources and obligations in the criminal justice system.

Transport victim/witnesses if necessary.

Assist traumatized victims/witnesses in order to make a safety plan, make appropriate referrals and assist with establishing an appropriate course of action.

Assist victims/witnesses with various processes of the criminal justice system including completing forms, ensuring property return and arranging interviews with law enforcement and District Attorney while maintaining confidentiality of the Detective Division case and records.

Assist victims in obtaining compensation and restitution, assist in completing claim forms; verify and process claims for payment for victims that require emergency assistance; intervene for the victim with creditors and other agencies as needed.

Liaison between victim/witnesses and Sheriff's Office staff investigating cases, brief law enforcement on information from victims/witnesses and participate in the decision of the direction of the case.

Establish and maintain a network of community support for victims/witness and coordinate the outreach efforts and provide referrals to victims/witnesses as appropriate.

Create a victim/witness program to meet the needs of the community by collaborating with other agencies in creating new programs and developing resources.

Maintain a variety of files and records related to grant/program activities; prepare financial, statistical, and operational reports for compliance with grant requirements.

Identify, develop and facilitate law enforcement and community-based training for victim rights, suicide prevention, sexual assault and domestic violence.

Monitor more difficult or sensitive cases from initial incident to after care through the justice system as needed.

Prepare correspondence, assessment reports, impact statements, case records, program information, and related reports and maintain accurate records.

Coordinate childcare services to victims, witnesses, and children of victims/witnesses

Monitor the progress of cases and follow-up with clients on short term and long-term basis.

Provide information to clients, other agencies and the public regarding pertinent regulations, policies and procedures.

May provide work coordination and direction for volunteer staff.

Maintain effective working relationships with staff, community, officers of the court to benefit the victim/witnesses and the integrity of the case.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Washoe County and Sheriff's Office policies and procedures.

Washoe County's legal system policies, practices, and procedures.

Nevada Revised Statutes, regulations, and laws pertaining to victims/witnesses.

Practices and procedures of filing legal documents in accordance with Nevada Revised Statutes.

Terms and acronyms commonly used in assigned function.

Computer software specific to the department.

Structure and function of the criminal justice system.

Community organizations and utilization of public and private community resources.

### **Ability to:**

Provide work coordination and direction for other staff.

Skillfully interview clients to elicit sensitive information.

Formulate and modify case plans in conjunction with the client's needs.

Manage, monitor and report on grants

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

**Knowledge of:**

Principles of human behavior and basic crisis intervention strategies.

Basic techniques of interviewing and recording data.

Legal terminology, forms, and documents used in the legal field.

Principles and practices of record keeping.

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**Ability to:**

Operate modern office equipment, including the use of a personal computer.

Identify problems, project consequences of actions, and develop an appropriate course of action.

Gather, organize, analyze, and present a variety of data and information.

Handle sensitive and/or confidential information with discretion.

Prepare clear, concise and accurate records and reports and case documentation, maintaining confidentiality of case records.

Deal effectively with potentially hostile, aggressive, and abusive victims or witnesses in stressful situations and maintain client rapport on an individual basis in person and over the phone.

Demonstrate initiative and sound judgment within established procedural guidelines.

Perform basic mathematical calculations including addition, subtraction, multiplication, and division.

Interpret and apply regulations, policies, and procedures.

Communicate effectively both orally and in writing.

Maintain effective working relationships with clients from a wide range of ethnic, cultural and socio-economic backgrounds, department staff, community representatives, and representatives of other departments.

**SPECIAL REQUIREMENTS** (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard office environment.

Successful candidate must pass a background investigation which includes completing and submitting a Personal History statement and a set of fingerprints, as well as successfully completing a Computerized Voice Stress Analysis (CVSA) examination.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*