**Kendall County State’s Attorney’s Office**

**Job Description**

**Victim Witness Advocate**

**Job Title:** Victim Witness Advocate

**Status:** FLSA Non-Exempt

**Reports to:** Victim Witness Coordinator, State’s Attorney and First Assistant State’s Attorney

**Effective Date:** June 1, 2018

**SUMMARY:**

Initiates and maintains contact with victims and witnesses of criminal cases filed by the Kendall County State’s Attorney’s Office. Provides guidance and support while victims and witnesses are involved in the criminal justice system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Initiates victim and witness contacts.
* Coordinates interviews, as necessary, between victims/witnesses and attorneys in the Kendall County State’s Attorney’s Office.
* Provides information, referrals and other appropriate assistance to victims, including walk-in and call-in victims.
* Provides information in regard to case status and the criminal justice system to victims and witnesses.
* Creates and maintains case files for victims and witnesses.
* Coordinates travel arrangements for victims and witnesses.
* Answers the telephone, routes calls and other correspondence.
* Assists with the preparation of victim impact statements.
* Maintains and updates case status sheets.
* Responds to victim and witness problems in person, via telephone, email or written correspondence.
* Develops and presents programs for groups, including police departments, regarding victim witness services provided by the Kendall County State’s Attorney’s Office.
* Develops brochures and other publications for the Kendall County State’s Attorney’s Office.
* Accompanies victims and witnesses to court.
* Establishes contact with law enforcement and victim-oriented social services agencies.
* Reviews new cases daily to determine victim and witness contact needs.
* Prepares and provides education and training about victim services to staff.
* Complies with all applicable federal and state laws, regulations and Office policies and procedures regarding or relating to assigned job duties.
* Maintains regular attendance and punctuality.
* Other duties as may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

* This job has no supervisory responsibilities.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

1. **EDUCATION and/or EXPERIENCE:**
* Bachelor’s degree (B.A.) or equivalent experience in a field related to the work performed in this position.
* One (1) to three (3) years previous experience in criminal justice and victim rights is beneficial or equivalent combination of education and experience.
* Word processing and personal computer training.
* Requires knowledge of County government operations, office practices, principles of modern record keeping, setup and maintaining filing systems and of legal phrases and terminology.
* Requires knowledge of all Microsoft Office programs including, but not limited to Excel, Word and Power Point.
1. **LANGUAGE SKILLS:**
* Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
* Ability to write routine reports and correspondence.
* Ability to speak effectively with the public and employees of the organization.
* Requires good knowledge of the English language, spelling and grammar.
1. **MATHEMATICAL SKILLS:**
* Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
* Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
1. **REASONING ABILITY:**
* Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
* Ability to deal with problems involving several concrete variables in standardized situations.
1. **CERTFICATES, LICENSES, REGISTRATIONS:**
* Certified as an Illinois Notary Public
* Other certificates and registrations as required for the duties performed.

**PHYSICAL DEMANDS:**

* Employee must be able to stand and sit for lengthy periods of time, particularly during trials and while in courtroom.
* Employee must be able to quickly move to courtrooms and other offices in the building.
* Employee must be able to bend over at the waist and reach with hands and arms.
* Employee must occasionally lift and/or move up to 25 pounds.
* Employee must be able to use hands to finger, handle or feel.
* Employee must be able to reach, push and pull with hands and arms.
* Employee must be able to talk and hear in person and via use of telephone.
* Specific vision abilities required by this job include close vision, depth perception and distance vision.

**WORK ENVIRONMENT:**

* Potential problems may exist with clients, victims, witnesses, attorneys, the court, or defendants, and employee may be exposed to stressful situations.
* While performing assigned job duties, employee may be exposed to files, documents, videos, and photographs of a graphic or sexual nature.
* The noise level in the work environment is usually moderately quiet.
* Employee must be able to perform all assigned job duties outside of normal business hours.
* Employee may be required to provide own transportation to travel to and from meetings, training, court hearings, conferences, etc.

By signing my name below, I hereby affirm that I received a copy of this job description.

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| Employee Signature  | Date  |