

County of Leelanau
Job Description

VICTIM'S ADVOCATE

Supervised By: County Prosecutor
FLSA Status: Non-Exempt

General Summary:

The Victim's Assistance Coordinator works under the general direction of the County Prosecutor, but is required to exercise a high level of independent judgment and action. The advocates' primary responsibility is to assist crime victims who have suffered emotional, physical or other difficulties as a result of being victimized. She/he will insure that these victims receive the benefit of all community services available to regain their physical and emotional well-being, as well as ease the stress and uncertainty associated with having to appear in Court proceedings.

Essential Duties and Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples **do not** include all of the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

1. Prepares victim rights budget in compliance with provisions set out by the Office of Criminal Justice and County policy for the Department of Community Health and the County. Maintains adequate program and fiscal records and files including source documentation to support program activities and all expenditures.
2. Complete all reporting forms and reports required for Crime Victim Rights funding as required by authority of M.C.L.A. 780.907 — 780.9.11.
3. Develops policies and procedures in the implementation of the Victim Rights Act.
4. Designs brochures and forms to implement the Victim Rights Act.
5. Attends mandatory State Victim Forums, trainings and conferences provided through the State.
6. Makes initial victim contact by letter in reference to exercising rights pursuant to the Victim Rights Act. Complies with requests by victims in the exercising of rights as provided for by the statute.
7. Prepares informational packets for juvenile crime victims including victim notification letters along with court proceedings.
8. Meets with victims pursuant to the Victim Rights Act including families on appropriate uncharged cases.

9. Provides trial support to attorneys prior to and during Circuit, District and Probate trials, including but not limited to scheduling prospective witness interviews for trial, maintaining contact with trial witnesses, witness preparation for trial.
10. Schedules Victims Rights division to provide support to victims at sentencing, including helping victims draft victim impact statements when requested.
11. Creates and maintains victim files with all proper documentation while complying with strict confidentiality requirements.
12. Assists victims in completing personal protection order packets.
13. Files Crime Victim Compensation forms as provided by victims and assists in the completion of said application when required.
14. Investigates and documents victim losses in District, Circuit and Probate Courts and files appropriate paperwork to secure restitution orders, including working with court personnel in complying with the requests of victims seeking to exercise their rights.
15. Works with County law enforcement agencies, probation departments and the Department of Corrections in fulfilling victim's rights under the statute.
16. Provides Department of Community Health Crime Services Commission with monitoring, budgetary and planning information.
17. Organizes and prepares activities for the annual Crime Victims' Rights Week including preparing the annual budget for the event. Gives oral presentations to groups or individuals educating them about victim rights and issues.
18. Keeps the Prosecutor apprised of case status and high profile and sensitive cases.
19. Collects and analyzes victimization data, and prepares necessary reports and documents.
20. May assist walk-in visitors and answer the telephone, providing information on department services and procedures or directs them to appropriate person or office for assistance.
21. Work is occasionally very demanding mentally and visually. Good organizational skills, special and intense mental application or attention to details is necessary.
22. Performs other duties and responsibilities as assigned.

Family Court Liaison:

The Family Court Liaison is responsible for assisting the Prosecuting Attorney in Family Court matters as it relates to juvenile delinquency, abuse/neglect cases and mentally incapacitated persons. The liaison is responsible for drafting and filing any authorized petitions to be filed in the Leelanau County Family Court, and creating and maintaining files from beginning to end. Under the direction of the Prosecutor, the Liaison also keeps the Prosecutor informed about pending cases by preparing and sending out subpoenas, discovery material, and any filings prepared by the Prosecutor; posting any scheduled hearings on the Prosecutor's computer calendar and written calendar; pulling and preparing files for court. The Liaison also acts as a representative of the Prosecutor's Office, with law enforcement officers, prosecutors and social service agencies, and helps coordinate multi-disciplinary initiatives such as the Child

Abuse/Neglect Investigative Team; Child Death Review Team; Balanced and Restorative Justice initiatives and other juvenile based initiatives.

Community Liaison:

This position is designed to assist the Leelanau County Prosecutor with community involvement and education within Leelanau County. The purpose of the liaison is to help the Prosecutor promote community education and to assist in the intervention and prevention of crimes against all persons in the community. Duties include, but are not limited to, conducting public speaking presentations for the general community and training of allied professionals; participating in events which promote community awareness and education, as it relates to crime prevention and intervention.

Truancy Intervention/Prevention:

In the school year of 2000/2001, the Leelanau County Prosecutors Office addressed the problem of truancy. The law indicates that children must attend school on a regular basis from ages 6 to 18, unless home schooled. The Truancy Intervention/Prevention Program has worked to establish protocols and procedures for schools in the county to follow and has incorporated certain procedures which involve the Grand Traverse Band Truancy Intervention/Prevention Program and law enforcement officials to assist in the intervention (direct contacts) of truant students in Leelanau County. In 2001, a county-wide truancy task force has been established to address truancy in Leelanau County. This task force meets three times during the school year.

Employment Qualifications:

Education: Possession of a high school diploma or equivalent.

Experience: Experience with the criminal justice system (courts, law enforcement) or other equivalent will be considered.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

A criminal background check and fingerprinting are required prior to employment.